

Ashford Board of Education
Ashford, Connecticut

Regular Meeting Agenda
July 21, 2016
7:30 pm
Ashford School
District Office Conference Room

1. Call To Order
2. Persons to be Heard
3. Communications
4. Approval of Minutes: 06/23/16 (special)
5. Superintendent's Report
6. Business Manager Report
7. New Business
 - a. Discussion of Ashford Education Association Negotiations
 - b. FY 16 Audit Information
8. Old Business
 - a. Second Reading of Policies/Administrative Regulations (Series 3000: Credit Card Policy)
 - b. FY 16 Year-End Budget
 - c. BOE Retreat Planning
10. Next Meeting Date/Agenda Items
11. Adjournment

Ashford Board of Education Goals

The Ashford Board shall:

1. Initiate policies and practices, as well as devote appropriate resources, towards the improvement of Ashford students on Connecticut standardized testing.
2. Promote instructional practices rooted in the individual skills, talents, needs and performance of the student.
3. Initiate mechanisms for improved and effective communication with the community as well as town leaders and other town boards and committees.
4. Develop a three-year school improvement plan that presents, and explains, an optimal path towards educational excellence in Ashford.

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.

cc: Communications: Minutes 06/23

Ashford School
440 Westford Road (Rt. 89)
Ashford, CT 06278
School Web site: www.ashfordct.org

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Superintendent of Schools
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Assistant Principal
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June 28, 2016

To: Ms. Cathryn Silver-Smith, Chairperson, Ashford Board of Finance
From: Dr. James Longo, Superintendent of Schools
Re: Request for Transfer of Funds to Unexpended Educational Funds Account

As the 2015-2016 fiscal year comes to a close, it is evident that the Ashford Board of Education will have unexpended funds remaining from its appropriated budget.

While we will not have a precise dollar amount until all final invoices have been processed and the 2015-2016 audit has been completed, we are formally requesting that the Board of Finance transfer all unexpended funds remaining for the fiscal year 2016 be to the Board of Education's non-lapsing fund known as the Unexpended Educational Funds account.

At this point in time, it is our expectation that there will be approximately \$30,000 in unexpended funds remaining in the Ashford Board of Education's 2015-2016 appropriated budget.

I make this request on behalf of the Ashford Board of Education based upon its 2012 request to the Town of Ashford for the creation a non-lapsing account for appropriated but unexpended, educational funds per Connecticut General Statute §10-248a, and the Ashford Board of Finance's establishment of such a fund as recorded in the minutes of the Ashford Board of Finance dated June 14, 2012, commencing with fiscal year 2012, and each year thereafter.

Further action taken by the Board of Finance in February of 2015 resulted in renaming the account to the Unexpended Educational Funds Account, and publishing formal regulations for the use of these funds.

Since the formation of the non-lapsing fund and subsequent Board of Finance action, we have been making an effort to add to that account annually to assist in the funding of capital improvements at Ashford School. We are enthusiastic about the potential to invest in the upkeep and maintenance of the school facility, in part supported through the use of unexpended funds from our appropriated budgets.

I remain available should you have any questions or require any further information regarding this request prior to the auditor's final 2015-2016 report.

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June 24, 2016

Mr. Michael Zambo, First Selectman
Town of Ashford
5 Town Hall Rd.
Ashford, CT 06278

Dear Mr. Zambo,

Please be advised that per Ashford Board of Education policy, we are providing notice of the availability of several items located on the Ashford School premises that have been removed from service due to inoperability, age or they are obsolete.

The list is as follows:

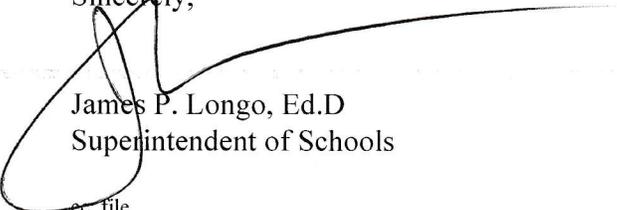
Apple iMac desktop and laptop computers*
NEC Aspire Telephones (approx. 40 telephones)
4 compartment commercial kitchen warming tray (in working condition)
Various student desks, filing cabinets and classroom furniture
Miscellaneous electronics
Gymnasium mats
Kiln

**Per the approved Ashford School Technology Plan*

Any of the above items may be viewed at Ashford School between the hours of 8AM-3PM from Tuesday, July 5th through Monday July 11th. After that date, arrangements will be made to dispose of the property by sale or donation as per Board of Education policy.

Please contact me if you have any questions.

Sincerely,



James P. Longo, Ed.D
Superintendent of Schools

cc. file
BOE
Business Manager

Ashford Board of Education
Special Meeting Minutes – June 23, 2016
7:30 p.m.

Note: Per C.G.S. §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 exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of 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. Rupert called the meeting to order at 7:37 pm. Present were members J. Lippert, K. Rourke and J. Calarese. Also present were Superintendent Dr. J. Longo, Business Manager D. Neel, recording secretary J. Barsaleau. Unable to attend were board members L. Donegan, M. Matthews and K. Warren. Audience present: D. Atkinson.

Persons to be Heard

None

Communications

The board chair acknowledged receipt of the following communications:

- Thank You notes from Bicknell Scholarship recipients Selah Ford and Sarah Caldwell
- A thank you note to Martha Sibley-Jett R.N., from the Across the Smiles dental program
- A thank you note from the Ashford Easter Bunny & Committee
- CABA Directory
- Notice of the Annual CABA convention in November 2016

Approval of Minutes: 06/02/2016

Motion made by J. Lippert to approve the regular meeting minutes of 06/02/2016, motion seconded by K. Rourke and carried unanimously.

Administrative Reports (Superintendent, Director, Principal, Asst. Principal, Business Manager)

Reports by all administrators were provided to members with their agenda packets. K. Rourke requested a follow up for the July meeting concerning staffing changes and effects on scheduling.

Mr. Neel and Dr. Longo both summarized their reports to the Board. Mr. Neel distributed an 8-year enrollment projection to those present for review showing a stable Ashford School population. Dr. Longo was asked to elaborate on the 1:1 laptop program. He provided some insight into piloting this program, but affirmed more planning necessary before launching a pilot. He noted that faculty members who are being considered for piloting are very enthusiastic about the idea. Dr. Longo reported plans for a July technology meeting between the Ashford and Region 19 administrators and IT departments. Dr. Longo provided an additional superintendent report dated 6/23/16 to members via email summarizing steps taken to date concerning tech ed space repurposing and capital plans for Ashford School.

a. Approval of May 2016 Financial Reports

Motion made by K. Rourke to approve the financial reports for the month of May 2016, motion seconded by J. Lippert and carried unanimously.

Members noted that there were no non-contractual payments made to or for the benefit of the Superintendent through the month ending May 31, 2016.

New Business

a. Staff Resignations

Dr. Longo reported he had received resignations from JoAnna Silverstein, music teacher, and paraprofessional Jane Evans effective June 30, 2016.

Motion made by L. Lippert to accept the resignations of JoAnna Silverstein and Jane Evans, seconded by J. Calarese and carried unanimously.

b. Staff Appointments

Interviews for vacant and new positions for next year have been occurring this past month. Dr. Longo recommended the following appointments:

- Robert Ackerson - Special Education teacher
- Tabitha Bogue - Paraprofessional
- Jillian Bumgarner- Paraprofessional
- Stephen Caldwell- Social Studies teacher
- Mandi Courtois- Paraprofessional
- Valerie Stickles - music teacher

c. Authorization to Submit KARE Grant Application

Motion by K. Rourke to authorize the submission of the 2016-2017 KARE grant application, motion seconded by J. Lippert and carried unanimously.

d. First Reading: Series 3000 Credit Card Policy

Counsel has provided this policy in response to auditor concerns. D. Neel expressed some concerns about a segment of the regulations concerning Authorized Users. Counsel will be contacted to review and or clarify prior to second reading.

Old Business

a. BOE Summer Retreat

Brief discussion was held concerning locations for the retreat. J. Calarese suggested the Ashford Senior Center. J. Barsaleau will contact the center to inquire about availability and then poll BOE members for their availability.

b. FY 16 Year-End Budget

Year-end purchasing was discussed in the both the Superintendent and Business Manager reports.

c. Facility Update

As indicated in Dr. Longo's reports, he and other stakeholders have met with Friar and Associates to discuss tech ed space, school construction funding and other matters. Friar and Associates has provided a proposal to complete a comprehensive and cohesive facility study plan that is necessary to further pursue these matters. The cost of this service is \$9,500. Discussion followed.

By mutual consent, the Board of Education authorizes the Superintendent to execute the facility study plan proposal provided by Friar and Associates at a cost of \$9,500.

Next Meeting Date/Agenda Items

The next meeting is scheduled for July 21st. Agenda items include year-end budget, summer retreat plans, administrative and financial reports, audit, financial software update, credit card policy, teacher negotiations.

Administrator and Non-Union Employee Contract Negotiations (Executive Session, Action Anticipated)

Motion to enter into executive session (9:00 pm) for the purpose of Administrator and Non-Union Employee Contract Negotiations, inviting Dr. Longo to the session, made by K. Rourke, seconded by J. Lippert and carried unanimously.

Present: J. Calarese, J. Rupert, K. Rourke, J. Lippert and Dr. J. Longo

Dr. Longo exited the session at 9:21 pm

Board members exited executive session at 9:30 pm

Motion made by J. Calarese to authorize a FY 16 merit pay increase in the amount of \$2,000 to the Assistant Principal, and to further authorize approval of employment contracts as drafted by counsel for the period of July 1, 2016- June 30, 2019 for the Assistant Principal, the Director of Pupil Personnel, and the Principal. Motion seconded by J. Lippert and carried unanimously.

Motion made by J. Lippert to extend the employment term of the Superintendent of Schools through June 30, 2019 with a 3% wage increase for FY 17 and to further authorize a FY 16 merit pay increase in the amount of \$2,000 for the Superintendent of Schools. Motion seconded by J. Calarese and carried unanimously.

Motion made by K. Rourke to approve a 3% wage increase and 2% increase in tax shelter annuity contribution for the non-union employees of the Ashford Board of Education as outlined in the approved FY 17 budget. Motion seconded by J. Lippert and carried unanimously.

Adjournment

Motion to adjourn the meeting (9:36 pm) made by J. Rupert, seconded by K. Rourke and carried unanimously.

Recorded by:

Jennifer Barsaleau
Recording Secretary