

Ashford Board of Education
Ashford, Connecticut

Special Meeting Agenda
August 3, 2017
7:00 pm
Ashford School
District Office Conference Room

1. Call To Order
2. Persons to be Heard
 - a. Comments Concerning Items on the Posted Agenda
3. Communications
4. Approval of Minutes: 06/15/2017; 06/27/2017
5. Superintendent's Report
6. Business Manager Report
 - a. Approval of June 2017 Financial Statement
 - b. Approval of Quarterly Budget Transfers
 - c. FY 17 Year-End Budget Update
 - d. FY 17 Audit
7. Administrative Reports (Principal, Asst. Principal, Director of Special Education)
8. New Business
 - a. Request for Family and Medical Leave of Absence
9. Old Business
 - a. Annual Retreat Planning
 - b. Revisit Certified Staff Member Out of District Tuition of Students (Executive Session, Action Anticipated)
 - c. FY 18 Budget Worksession
10. Next Meeting Date/Agenda Items
11. Second Opportunity for Public Comment
12. 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.

Enclosures: Minutes 06/15; 06/27

Ashford Board of Education
Meeting Minutes – June 15, 2017
7:00 p.m.

District Office Conference Room

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

Chair J. Rupert called the meeting to order at 7:10 pm. Present were members J. Rupert, J. Calarese, M. Matthews, L. Donegan, K. Warren, J. Lippert and K. Rourke. Also present were Superintendent Dr. J. Longo, Principal T. Hopkins, Asst. Principal G. Dukette, Business Manager L. Dyer and recording secretary J. Barsaleau. Present in the audience was teacher V. Lusa, transportation coordinator J. Celotti, M. Caye, S. Eastwood and Chronicle reporter C. Galvin.

Persons to be Heard

a. Comments Concerning Items on the Posted Agenda

V. Lusa addressed year-end budget and provided a summary of plans for preschool playground erosion utilizing School Readiness quality enhancement grant funds awarded to the district.

Motion made by M. Matthews to add to the agenda under New Business a discussion of playground sidewalk plans. Motion seconded by K. Rourke and carried unanimously.

Communications

Board members received an email communication from a parent concerning driver use of a GPS device on a recent field trip. Dr. Longo has responded to that party. Enclosed in the board packet was a list of the 2017 Bicknell Trust Scholarship recipients.

Approval of Minutes: 06/01/2017

Motion by K. Rourke to approve the regular meeting minutes of 06/01/2017 with the following corrections to page 2 of the minutes, Old Business, item b.1 second sentence should read as follows: “Dr. Longo added that there will be communication with staff and their input will be sought.”

Motion seconded by J. Calarese and carried with absentions by L. Donegan, K. Warren and J. Lippert.

Superintendent’s Report

a. School Bus Safety

As reported earlier, Dr. Longo has addressed student transportation safety concerns raised by a parent email communication mentioned earlier. Drivers have received and will sign an acknowledgment to be kept on file concerning the use of cell phones/GPS devices in the course of student transportation.

Business Manager Report

a. Approval of April and May 2017 Financial Reports

b. Approval of Quarterly Budget Transfers

c. Year-to-Date Budget Update

The May 2017 financial report and accounts payable reports for April and May were included in the board packet. L. Dyer distributed a list of proposed third quarter object budget transfers for board review. Transfers to object 112 Custodians, and 312 Admin Tuition reimbursement will be reviewed further for clarification by Mrs. Dyer. Analysis and explanations of positive variances will be prepared.

Motion made by J. Calarese to approve FY 17 third quarter budget transfers in the amount of \$265,732. Motion seconded by M. Matthews and carried unanimously.

New Business

a. School Readiness Sidewalk

V. Lusa elaborated on the information provided earlier in the meeting concerning a sidewalk for the preschool playground. School Readiness was awarded a competitive grant in the amount of \$3,881 and requesting that the funds be encumbered for use toward the sidewalk plans. The board directed that project move forward as described in the summary and further information be provided after the DPW’s evaluation of the grade of the location being considered.

Motion by J. Rupert to reorder the agenda and hear Old Business, item 8a “Energy Assessment Report – Building and Grounds Committee” at this time. Motion seconded by K. Rourke and carried unanimously.

The B&G committee met prior to the regular board meeting with guest Susan Eastwood and reviewed the energy assessment dated January 2017. Discussion included, but was not limited to gathering cost estimates, low interest loan opportunities, LED lighting, flow meters, insulation of pipes, steam boilers and boiler replacement.

Friar & Associates will be contacted to estimate the cost of reviewing the energy assessment from January 2017 and the comprehensive report completed by Friar in 2016 and creating a plan to prioritize facility and energy improvements.

b. Staff Resignation

Dr. Longo received a letter of resignation from Kaitlyn Mielniczuk, 4th grade teacher.

Motion made by J. Calarese to accept the resignation of Kaitlyn Mielniczuk effective June 30, 2017.

Motion seconded by K. Rourke and carried unanimously.

d. Staff Appointment

The resume of a candidate recommended for appointment was in the board's packet, brief discussion of the interview and selection process followed.

Motion made by L. Donegan to table the staff appointment, motion seconded by K. Rourke and carried unanimously.

Dr. Longo suggested the board consider the staff appointment in executive session.

Motion made by J. Calarese to add to an executive session to the agenda, Personnel Matter. Motion seconded by L. Donegan and carried unanimously.

d. Request for Leave of Absence

Paraprofessional Megan Gendron has requested a leave of absence for the purpose of child rearing for the beginning of the 2017-2018 school year.

Motion made by L. Donegan to table the request for leave of absence of Megan Gendron pending receipt of further detail concerning the length of leave time being requested. Motion seconded by K. Rourke and carried unanimously.

Motion made by J. Rupert to add to the agenda, Old Business – Discussion of Board of Education Retreat. Motion seconded by K. Warren and carried unanimously.

Possible retreat dates were discussed.

Motion by J. Calarese to cancel the July 13th regular board meeting and schedule the Board of Education retreat meeting for July 20th beginning at 3 pm, followed by a special board of education meeting beginning at 7 pm. Motion seconded by M. Matthews and carried unanimously.

Next Meeting Date/Agenda Items

Budget

Second Opportunity for Public Comment

M. Caye remains concerned as to how the Ashford budget process in Ashford could move forward if there are no decisions at the state level. Transportation coordinator J. Celotti requested a transportation committee meeting be scheduled.

Motion made by K. Warren to enter into executive session (9:07 pm) for the purpose of discussing Non-Union Personnel contracts as follows: a. Superintendent, b. Board of Education, School and District Support Staff and c. Personnel Matter. Motion seconded by L. Donegan and carried unanimously.

Present in executive session: J. Rupert, K. Warren, J. Lippert, M. Matthews, J. Calarese, K. Rourke, L. Donegan and Dr. J. Longo.

Note: T. Hopkins and G. Dukette were invited to attend the portion of executive session concerning Personnel Matter.

The executive session ended at 10:08 pm.

Motion made by J. Rupert to extend the current contract of employment of the Superintendent of Schools by one fiscal year. Motion seconded by J. Lippert and carried 6:1

Motion made by J. Rupert to extend the contracts of the employment of non-union employees - the receptionist, special education secretary, administrative assistant to the Superintendent, school nurse, the principal's secretary, fleet mechanic and two financial assistants until an FY 18 budget has been approved. Motion seconded by J. Calarese and carried unanimously.

Motion by J. Rupert to accept the appointment of Brendan Gillotti to the position of physical education and health teacher per the recommendation of the administrative team, motion seconded by K. Rourke and carried unanimously.

Motion to adjourn the meeting (10:12 pm) made by M. Matthews, seconded by J. Calarese and carried unanimously.

Recorded by: Jennifer Barsaleau, Recording Secretary

Ashford Board of Education
Special Meeting Minutes – June 27, 2017
7:00 p.m.

District Office Conference Room

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Call To Order

Board Chair J. Rupert called the special meeting to order at 7:01 pm. Present were members: J. Lippert, K. Rourke and J. Calarese. Also present were Superintendent Dr. J. Longo, Business Manager L. Dyer, Principal T. Hopkins and Asst. Principal G. Dukette. Audience present: A. Damble, J. Leszczyński, G. Burnham, J. Urban, M. Caye, N. Navarro, K. Kouatly, R. Haeger, M. McDonough, J. Lindsay, V. Peppin, K. Zulick, D. Atkinson, C. Busse, J. Busse, K. Busse and C. Rupert. Unable to attend were board members: L. Donegan, K. Warren and M. Matthews.

Persons to be Heard

J. Leszczyński - stated she moved from Manchester to Ashford for the school system and small class sizes, Ashford is a wonderful school. She is a Developmental Psychologist and could stress the attributes of smaller class sizes.

M. Caye - asked about the second persons to be heard. Mr. Rupert replied.

FY 18 Budget

J. Rupert stated that there has been no directive from the BOF on the BOE budget. Administration was asked to consider how a 1.6% increase and a 0% or no increase would affect the way the school is operated. There was discussion regarding the state waving the MBR requirement, which means the school may be asked for a negative budget. However J. Longo stated because the enrollment at Ashford Elementary has increased it may not apply to the district. The FY18 budget process is still in a holding pattern awaiting further directive based on the delay in passing a budget at the state level. Until such time there is an FY 18 budget for residents to vote on, the board of education must move into the new fiscal year and operate with the same amount of funds allocated for FY17.

Discussion/Action Concerning Appointment of Certified Staff Vacancies

J. Longo and T. Hopkins discussed the replacement of the two teachers who resigned one fourth grade teacher and one math interventionist. Because of class sizes two fourth grade teachers will be hired for a total of three fourth grade classrooms. The responsibilities of the Math interventionist will be assigned to a paraprofessional and the seventh and eighth grade math teachers.

Discussion of filling certified staff vacancies were discussed. Presently, there are two positions that have been vacated. The administrative team and Dr. Longo strongly recommend that both be filled as grade 4 classroom teaching positions. The Board Chair supported the filling of the two positions as recommended by administration.

Motion made by J. Rupert to fill the two current certified staff vacancies as recommended by the administrative team and the superintendent. Motion seconded by J. Lippert and carried unanimously.

Following the approval of the motion, discussion followed with two candidates, Allison Welz and Michael Young being recommended for appointment to grade 4. Resumes were distributed.

Motion made by J. Calarese to appoint Allison Welz to the position of grade 4 classroom teacher.

Motion seconded by J. Lippert and carried unanimously.

Motion made by K. Rourke to appoint Michael Young to the position of grade 4 classroom teacher.

Motion seconded by J. Lippert and carried unanimously.

Adjournment

Motion to adjourn the meeting (7:34 pm) made by J. Calarese, seconded by K. Rourke and carried unanimously.

Recorded by:

Dr. James Longo, Superintendent

June 22, 2017

Dr. James Longo, Superintendent
Ashford Board of Education
440 Westford Rd.
Ashford, CT 06278

Dear Dr. Longo and Members of the Board;

I am requesting approval of time away from work under FMLA for medical reasons. My leave would begin on or about July 28, 2017 and last approximately four weeks or until my doctor authorizes my return to work. The doctor has completed the necessary forms and they are on file with the business office.

Thank you,



Michael Mellady