

Ashford Board of Education  
Ashford, Connecticut

Meeting Agenda  
September 7, 2017

**7:00 pm**

Ashford School  
District Office Conference Room 14

1. Call To Order
2. Persons to be Heard
  - a. Comments Concerning Items on the Posted Agenda
3. Communications
4. Approval of Minutes: 08/24/17 Retreat; 08/24/17
5. New Business
  - a. Staff Resignation
  - b. Custodial Staffing and Overtime
  - c. Playground Safety
  - d. Approval of 2017-2018 Medical Standing Orders
6. Old Business
  - a. Tech Ed Space Renovations and Facility and Maintenance Update
    1. Energy Concerns
  - b. Garden Club Follow Up Discussion
  - c. Board of Education Meeting Agenda Planning
  - d. Certified Staff Memorandum of Agreement – Non-Resident Student Tuition Credit  
(Executive Session Anticipated)
7. Next Meeting Date/Agenda Items
8. Second Opportunity for Public Comment
9. 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](mailto: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 08/24 (2)

Ashford Board of Education  
**Special Meeting Minutes – Annual Retreat**  
August 24, 2017  
**4:30 p.m. – 7:00 p.m.**  
**Library Media Center**

*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 special meeting to order at 4:31 p.m. Present were members: J. Lippert, K. Rourke, K. Warren, J. Calarese and M. Matthews (4:50p.m). Also present were Superintendent Dr. J. Longo, Business Manager L. Dyer, Principal T. Hopkins, Asst. Principal G. Dukette and Director of Pupil Personnel, C. Ford. Audience present: K. Johnston, R. Haeger, G. Zaicek and B. Metsack. Unable to attend was board member L. Donegan.

**Persons to be Heard**

R. Haeger spoke recognizing the hard work of the Board of Education. She inquired about reading and writing instruction, and stated that she had heard that physical education classes would be half-year only. Mr. Hopkins responded to that concern, indicating that he did put out a draft statement on the website asking for feedback concerning physical education and health, but had not received any response to date. He was concerned that the PTO and parents in general did not let him know of their concerns prior to the retreat. However, after consideration of all of their options, the administration did not implement the half-year proposal, but chose to continue with a schedule very similar to last year.

**Administrative Reports**

**a. Business Office – Lisa Dyer**

L. Dyer distributed actual and budgeted expense and encumbrance report. There are no 2017-2018 figures available as there has been no FY 18 budget passed by the state or directly addressed by the board of finance. Everyone is awaiting state action prior to local action. While awaiting the town's decision and the approval of a 2017-2018 school budget the school is only funding essential expenses such as contracted salaries and utilities. Wherever possible, other purchases are being delayed pending budget approval.

**b. Superintendent Report – Dr. Longo**

Dr. Longo reported that he has met with technology coordinator Scott Waddell concerning website updates and the school technology committee will be updating the website again making it more user friendly and informative. Dr. Longo also spoke of staff morale, improvements in home-school-community relations, and his concern about the impact of starting the year without an approved budget. Operating with a zero budget will be a challenge, but everyone understands that town action is being held up by the state, and that they cannot make decisions without a clear understanding of the amount of support the state will provide. He also briefly reviewed those topics listed in his written report such as “habits of mind,” “21<sup>st</sup> century skills,” and “project based instruction,” and followed that by opening up his report to BOE questions.

During that question period members commented on the following: The fact that there is a positive relationship between Dr. Longo, the first selectman, and the school. It also appears that parents of Ashford School students strongly support and speak highly of the school for the most part. However, the BOE would like to see more ways to reach out to those citizens who do not have students in the school. Mr. Hopkins and Mr. Dukette both cited several school-sponsored activities such as career day, community service and special STEAM events that invited community members to connect with the school. They also indicated they will find more ways to connect next year.

Reports from Principal Hopkins, Assistant Principal Dukette, and Director of Special Education Ford will be provided at the regular BOE meeting following the retreat.

**Board of Education Goals and Mission for 2017-2018**

The goals discussion opened up with Jim Rupert reading a list of concerns that he would like to see built into the BOE goals. This was followed by suggested goals provided by Dr. Longo and then a summary of BOE concerns highlighted by John Lippert. Members also discussed or stated the following: zero

tolerance for bullying, restorative justice; challenge to identify and maintain standards the board will set over the next few years, and ways to improve communication. The BOE also discussed the idea of goals related to long term preventative repairs and maintenance of the building as well as maintenance concerns identified during the building inspection “walk through” by Jim Rupert and John Calarese such as: window/heaters blocked in classrooms by staff, fire extinguishers need to be checked monthly, too many microwaves in classrooms, cluttered custodial storage closets that is preventing easy access to system control panels as identified by inspection as well as the energy audit. Furthermore, the board of education budget should reflect our goals and mission. So, when the budget narrative is written it should tie to the BOE goals. We should also continue efforts to cooperate with area communities for potential money saving sharing of services, particularly Mansfield/Ashford/Willington.

Goals topics identified by John Lippert were:

1. Financial planning
2. Academic focus on middle school and prep for high school
3. Improving communication between BOE and administration
4. Energy conscious and facilities management
5. teaching students to thrive in the Global economy

In this discussion, Dr. Longo was asked to merge his suggested goals with those identified by John Lippert and Jim Rupert, and to provide a list of suggested goals to the BOE.

### **Three-Year Plan**

The Goals discussion was followed by a quick review of last year’s “Three Year Plan,” However there was not time to carefully review and update it, so Dr. Longo was asked to bring it back in an updated state to the next BOE meeting. He indicated that he would meet with the administrative team to prepare suggested goals as well as an updated three-year plan for presentation on September 7<sup>th</sup>.

### **Capital Projects Priorities and Concerns**

The BOE needs to update their priority list for capital projects. It was decided that the BOE would consider that at a future BOE meeting keeping in mind that in 2023 the town planning to bond. The board of education needs to work on which projects should be considered as part of this bonding and which would be part of their annual capital fund projects list.

Dr. Longo suggested that many of the concerns started but not completed during the retreat could be addressed by BOE committees and presented to the BOE. It was decided that the BOE would address committees during their development of a 2017-2018 BOE meeting schedule.

The retreat ended at the scheduled time of 7:00 p.m.

Recorded by: Kay M. Warren, Secretary

Ashford Board of Education  
Meeting Minutes – August 24, 2017  
7:00 p.m.  
Library/Media Center

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**Call To Order**

Chair J. Rupert called the meeting to order at 7:10 pm. Present were members J. Rupert, J. Calarese, M. Matthews, J. Lippert, K. Warren 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. Unable to attend was board member L. Donegan and Director of Special Education C. Ford. Present in the audience were K. Johnston, G. Zaicek, R. Haeger, J. Urban and C. Rupert (7:22 pm).

**Persons to be Heard**

**a. Comments Concerning Items on the Posted Agenda**

G. Zaicek expressed that she would like to work more closely with the Board of Education on capital improvements, non-lapsing funds use and budget.

K. Johnston inquired if there may be changes to bus routes forthcoming as some students were three to a seat on some routes last year. R. Haeger felt there were some management concerns last year.

**Communications**

Members received information concerning early registration at the CABE convention. An electronic communication was received from S. Schillinger concerning FY 18 wage negotiations that had been previously discussed. L. Dyer confirmed that the numbers in question are in the proposed budget, however, no wage increases other than those prescribed by collective bargaining may be modified until a budget has been approved.

**Approval of Minutes: 08/03/2017**

*Motion by J. Lippert to approved the special meeting minutes of 08/03/2017. Discussion followed resulting in the following edits: under “Communications”, strike “Term 1” from the first sentence; under “Superintendent’s Report” insert the word “approximately” before \$70,000 in the third sentence. Under item b, “Old Business” should read “Dr. Longo suggested \$1,000 for tuition based on the fact that the teacher would help with curriculum programming.”*

*J. Lippert amended his motion to approve the special meeting minutes of 08/03/2017 as amended.*

*Motion seconded by K. Rourke and carried with one abstention (J. Rupert).*

**Superintendent’s Report**

None

**Business Manager Report**

**a. Review Draft of FY 18 Budget**

A zero budget draft document was included in the agenda packet for members to review. L. Dyer distributed budget and accounts payable reports for July and August. There were no expenses made for the benefit of the Superintendent.

**b. FY 17 Year-End Budget Update**

L. Dyer distributed the June accounts payable report and final FY 17 budget report with an ending balance remaining of \$21,458.10. Lisa noted that \$25,000 remains encumbered for the current tech ed. space renovations. Also distributed was a list of final FY 17 budget transfers. L. Dyer was asked to review an expense paid to Rockfall Construction in object 640 on the accounts payable report.

There were no expenses for the benefit of the Superintendent.

*Motion made by K. Rourke to approve final FY 17 budget transfers and financial report, motion seconded by J. Lippert and carried unanimously.*

**c. FY 17 Audit**

The auditors were present at the Town Hall and at the district offices earlier in the month.

L. Dyer left the meeting (8:00 pm)

**Administrative Reports (Principal, Asst. Principal, Director of Special Education)**

The administrators prepared a joint power point presentation for the meeting. A copy was included with the board agenda packet. Mr. Hopkins and Mr. Dukette each reviewed their presentation. Any questions concerning the content should be directed to the appropriate administrator.

## **New Business**

### **a. Staff Resignations**

Dr. Longo received letters of resignation from Danielle Romano, School Psychologist and paraprofessionals Megan Gendron and Chelsea Samperi.

***Motion made by J. Lippert to accept the resignations of Danielle Romano, Megan Gendron and Chelsea Samperi. Motion seconded with regret by K. Rourke and carried unanimously.***

### **b. Request Approval of Staff Appointment**

Dr. Longo received a recommendation for the appointment of Christina Siggins to the position of school bus driver. Mrs. Siggins is an experienced driver and will fill a vacancy carried over from last school year.

***Motion made by K. Warren to approve the appointment of Christina Siggins to the transportation staff, motion seconded by J. Lippert and carried unanimously.***

### **c. Request Approval of School Lunch Price Increase**

Each year the lunch program is required to review the price of paid meals in order to participate in the National School lunch program. Based on that review, Ashford Food Services requests a \$.05 increase in school lunch price to \$2.75.

***Motion made by J. Calarese to increase the price of a school lunch by \$.05 to \$2.75, motion seconded by K. Rourke and carried unanimously.***

### **d. Board Authorization of Use of Non-Lapsing Educational Funds for the Purchase of Heating/Cooling Unit(s) in Former Tech Ed Space**

### **e. Facility/Maintenance Update**

***Motion made by J. Rupert to reverse the order of New Business items d and e on the agenda. Motion seconded by J. Lippert and carried unanimously.***

Ashford School is a member of the Capitol Region Council of Governments (CRCOG). As a member of CRCOG, state approved contractor services are available. Tech Ed space renovations are being completed by Rockfall Construction through this affiliation. Currently, the renovations are not completed to the satisfaction of town building official, the fire marshal or the board due to permitting concerns. A list of required items and fit & finish issues has been created and much discussion followed on how to best resolve them. A meeting will be scheduled with the general contractor, building officials, Dr. Longo and members of the board to discuss a plan to address items on the list that are the responsibility of the contractor. Further discussion followed concerning the heating/cooling needs of this space. Dr. Longo suggested restoration/reconnection of the existing heating units in this area as they are largely still intact.

***Motion made by J. Rupert to authorize the Superintendent to seek use of unexpended educational funds for the purposes of providing for repairs to the existing heating system of the tech ed space and for any other required items necessary to complete said renovations to the satisfaction of all parties.***

***Motion seconded by K. Rourke and carried unanimously.***

Recently, J. Rupert and J. Calarese completed a partial walk through of the building. Items of concern were noted such as water leaking in a boiler room and gasoline powered maintenance tools stored inside in a boiler room. A list of concerns was completed and shared with the Superintendent. The water leak has been addressed, and balance of the list will be reviewed with the maintenance and custodial staff.

## **Old Business**

### **a. Tech Ed Space Renovation Update**

N/A

### **b. Garden Club Follow Up**

M. Matthews suggested tabling this item until the next regular meeting.

### **Next Meeting Date/Agenda Items**

Facility and Tech Ed Space updates, FY 18 budget, non-resident staff tuition.

### **Second Opportunity for Public Comment**

G. Zaicek asked that the board keep the Board of Finance apprised of how unexpended educational funds are or will be used.

***Motion to adjourn the meeting (9:25 pm) made by M. Matthews, seconded by J. Calarese and carried unanimously.***

Recorded by:

Jennifer Barsaleau, Recording Secretary



# Enrollment Summary: Federal Ethnicity and Race Report

Ashford School

View:

Federal Ethnicity and Race

Students:

- All Active Enrollments
- Current Selection

Date:

9/1/2017

Grade Level	Total in Grade	(I) American Indian or Alaska Native	(A) Asian	(B) Black or African American	(P) Native Hawaiian / Other Pac Islander	(W) White	Hispanic/Latino	Two or More Race Categories	Unspecified
-2	10 6 / 4	0 0 / 0	1 1 / 0	0 0 / 0	0 0 / 0	8 4 / 4	0 0 / 0	1 1 / 0	0 0 / 0
-1	27 18 / 9	0 0 / 0	1 1 / 0	0 0 / 0	0 0 / 0	23 14 / 9	2 2 / 0	1 1 / 0	0 0 / 0
0	39 22 / 17	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	34 19 / 15	1 1 / 0	2 1 / 1	2 1 / 1
1	36 22 / 14	0 0 / 0	0 0 / 0	1 0 / 1	1 1 / 0	27 17 / 10	6 3 / 3	1 1 / 0	0 0 / 0
2	41 20 / 21	0 0 / 0	1 0 / 1	1 1 / 0	0 0 / 0	34 16 / 18	1 1 / 0	4 2 / 2	0 0 / 0
3	36 23 / 13	0 0 / 0	0 0 / 0	1 0 / 1	0 0 / 0	25 15 / 10	4 3 / 1	5 4 / 1	1 1 / 0
4	47 21 / 26	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	39 18 / 21	4 2 / 2	2 1 / 1	2 0 / 2
5	32 17 / 15	0 0 / 0	0 0 / 0	2 2 / 0	0 0 / 0	25 14 / 11	5 1 / 4	0 0 / 0	0 0 / 0
6	41 19 / 22	0 0 / 0	2 0 / 2	0 0 / 0	0 0 / 0	36 19 / 17	2 0 / 2	1 0 / 1	0 0 / 0
7	43 13 / 30	0 0 / 0	0 0 / 0	1 1 / 0	0 0 / 0	37 11 / 26	4 1 / 3	0 0 / 0	1 0 / 1
8	41 25 / 16	0 0 / 0	0 0 / 0	1 0 / 1	0 0 / 0	37 24 / 13	3 1 / 2	0 0 / 0	0 0 / 0
Total	393 206 / 187	0 0 / 0	5 2 / 3	7 4 / 3	1 1 / 0	325 171 / 154	32 15 / 17	17 11 / 6	6 2 / 4

The Federal Ethnicity and Race view displays aggregate student data as required by the Federal Ethnicity and Race Categories from the U.S. Department of Education. See the help for more information.

## Legend

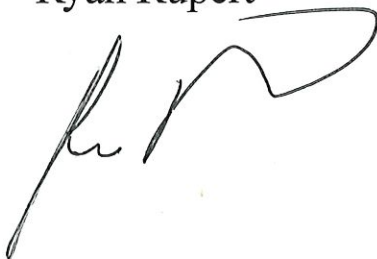
Icons  - Date Entry

8/31/17

Dear Dr. Longo,

I wanted to take this opportunity to express my gratitude to you for permitting me the opportunity to complete training to become a machinist during the school year last year. Your commitment to education and permitting me to complete this program will have a profound and positive impact on my future. In May of 2017 I did graduate that program with honors and since graduation I have been pursuing a career as a machinist. While several opportunities have presented themselves I have accepted a position with Pratt and Whitney as a machinist operating a cell to produce air foil parts. My tentative start date with Pratt is September 11, 2017. Unfortunately I am unable to call this a letter of resignation because my employment is contingent upon passing a background check, drug test and physical. The physical is not scheduled until next Tuesday after which I expect to receive a final written offer and contract which would permit me to finalize a resignation. If all goes as expected my last actual day of work would be Friday September 8<sup>th</sup> after which I plan to use the balance of my remaining time on the books. I am providing you this information so that you can plan for the potential of my absence and as soon as I have confirmation of employment I will provide you an additional notice of my actual resignation.

Thank you again,  
Ryan Rupert



8/31/17  
D. Longo



Troy C. Hopkins  
**Principal**  
860-429-6419  
FAX 860-487-4393  
thopkins@ashfordct.org

Garrett J. Dukette  
**Assistant Principal**  
860-429-6419  
FAX 860-487-4393  
gdukette@ashfordct.org



James P. Longo, Ed.D  
**Superintendent**  
860-429-1927  
FAX 860-429-3651  
jplongo@ashfordct.org

Cynthia A. Ford  
**Director, Pupil  
Personnel Services**  
860-429-1927  
FAX 860-429-3651  
cford@ashfordct.org

September 5, 2017

Ashford Business Association  
P.O. Box 342  
Ashford, CT 06238

Dear Ashford Business Association,

I am writing to express our sincere appreciation for your generous donation of school supplies. Many students will benefit from the collection of backpacks, notebooks, folders, book covers, books, and trinkets. We are fortunate to have such a supportive business community and we look forward to our continued collaboration in providing the best education possible for Ashford's young people.

On behalf of Ashford School, thank you!

Troy C. Hopkins

CC: James P. Longo, Ed.D.

## Ashford School

440 Westford Road, Ashford, CT 06278, [www.ashfordct.org](http://www.ashfordct.org)

***Empowered Learners Striving for Positive Change***

Experience broadly - Discover with wonder - Strive passionately - Connect with empathy - Contribute to your world



James Longo <jplongo@ashfordct.org>

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## Ashford Playground Slide

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Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Fri, Sep 1, 2017 at 1:27 PM

To: James Longo <jplongo@ashfordct.org>, Troy Hopkins <thopkins@ashfordct.org>, Garrett Dukette <gdukette@ashfordct.org>, Cynthia Ford <cford@ashfordct.org>, Lisa Dyer <ldyer@ashfordct.org>, Michael Mellady <mmellady@ashfordct.org>

Hello,

Please see response from CIRMA concerning the green slide. I will make the signs as Stephen recommends while we decide what to do. I would gather by his response a patch is not an appropriate solution.

----- Forwarded message -----

From: **Stephen Pendl** <SPendl@ccm-ct.org>

Date: Fri, Sep 1, 2017 at 12:50 PM

Subject: RE: Ashford Playground Slide

To: Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Cc: CAROL FITZSIMONS <CFITZSIMONS@ccm-ct.org>

Good Morning,

Sorry to hear about the slide situation. As long as the slide is properly "zoned off" with caution tape and signs that CLEARLY state "Do Not Use" or "Out of service" you have taken all appropriate steps to reduce the liability. If you would feel better in removing the slide all together please be sure that the following steps are taken. *(Assuming that this slid is attached to A play scape)*

- Upper landing platform leading to the slide be blocked off with a solid base material (wood, steel)
- Solid based material be secured or fastened to play scape by proper means (bolted)
- Installation of solid base material meets the standard for reduction in head/body part entrapment (no large openings)
- Insure that solid base material eliminates all fall potential from platform. (close off area completely)

I hope this provides you with a decent course of action to take, If there are further needs, please feel free to contact me.

Have a great Holiday weekend,

*Stephen Pendl*