

**ASHFORD BOARD OF EDUCATION**  
**MINUTES**  
**July 17, 2014**

1. Chairman Jim Rupert called the meeting to order at 7:36 pm.

Attendance: Jim Rupert (chair), John Lippert, Kay Warren (secretary), Don Wesson, Lisa Donegan (7:50 pm), Troy Hopkins (principal), and Dr. James Longo (superintendent). Guests: Gay Leedie, Maureen Connolly, Debbie Atkinson, and the *Chronicle* reporter.

2. Persons to be Heard: None.

3. Communications

- a. State Board of Education district reports. Letter from Michael Koerner, Cooperative Work Education Coordinator at E.O. Smith High School for allowing students in the program to do work with our maintenance department.
- b. A letter from the Ashford Education Association thanking the Board of Education for reinstating the positions that were originally cut from the budget.
- c. Thank you letters from Danielle Cote and Justin Gagnon for selecting them for the Maurice B. & Mildred C. Bicknell Scholarship.
- d. A thank you card from Marti Hardesty for the vase that was given to her for her years of service.
- e. An application from CAFE for the Awards of Excellence for Educational Communications entry form for the CAFE/CAPSS Conference in November.
- f. A thank you from Shannon Marimon, Division Director for Educator Effectiveness and Professional Learning for submitting the District's 2014/15 Educator Evaluation and Support plan.
- g. A copy of a letter that Dr. Longo submitted to Cathryn Silver-Smith pertaining to the non-lapsing education fund from 2013/14 budget.
- h. A letter from Stefan Pryor, Commissioner of Education, acknowledging the district's efforts in being one of 152 districts to be assigned to Meets Requirements in the identified areas used to make the determination for 2012/13.

4. Approval of minutes for 6/5/14 and 6/12/14. **Kay Warren motioned to accept the minutes of 6/5/14. John Lippert seconded. Motion passed unanimously. Jim Rupert motioned to accept the minutes of 6/12/14. Don Wesson seconded. Motion passed unanimously.**

5. Committee Reports. No reports. The committees will only meet when absolutely necessary.

6. Administrative Reports/Summary.

- a. Superintendent's report.

1. Goal Setting. The principal and superintendent have met and created administrative goals based upon the superintendent's goals for 2014/15.
2. Curriculum. Ashford school is continuing the transition to a Common Core State Standards-based curriculum as designated by the Conn. State Dept. of Education. New books have been purchased and related curriculum support materials. A math curriculum day is scheduled for 8/26 for K-5 and a summer session is scheduled 7/21-7/24 for College Prep math training. Meetings will be held with all of the Arts and Science staff to refine our STEAM programs for 2014/15.
3. Special Education. A letter was received from the Conn. State Dept. of Education indicating that the district has met the requirements of the IDEA performance review. Dr. Longo noted that this has been achieved every year since 2008-09 due to the restructuring of the department that he undertook as one of his first orders of business.

4. STEAM. Katie Post, EASTCONN consultant, will be assisting the district with our STEAM professional development day on 8/27.
  5. Staffing. Supt. Longo stated that the school will be fully staffed for the upcoming school year.
  6. Security. Security cameras and a new alarm system are going to be installed. The Board of Education instructed Dr. Longo that First Selectman Mike Zambo is in charge of the grant and that the district will assist in any way that we can.
  7. Budget Recommendation. Supt. Longo stated that the part-time custodial position, that was eliminated during the budget process, will be restored to a full-time position and he will restore the library paraprofessional position.
  8. Facility. Minor work was done in the nurse's office and we are in the process of starting to work on a computer lab/robotics room. The work should be completed by the end of August.
  9. Website. Dr. Longo stated that the website was doing well. We have contracted with the Connecticut Center for Advanced Technology for a complete revamp of our website.
  10. Ashford Citizen. Supt. Longo had submitted an article for the newly redesigned Ashford Citizen for the July issue and he hopes to continue putting articles in the newsletter.
- b. PRINCIPAL. Principal Hopkins stated that he was busy through the summer with different school committees. He is starting a new course for the 8th graders called "Habits of Success." He is searching for a track and field coach as well as cross country. Principal Hopkins is going to check into using the pool at UConn and at the Mansfield Community Center.
  - c. DIRECTOR OF PUPIL PERSONNEL. Donna Hartigan, director, stated that the extended school year is about to begin on July 1 through July 24. Students will go 1/2 days. There will be 25 students participating in this program. Mrs. Hartigan has been busy setting up the transportation schedules for the coming year. Parents have been provided with a color-coded calendar specific to the Extended School Year program with dates, times and emergency numbers they could use to call if needed.
  - d. CAFETERIA. Our financial consultant, Cheryl LaFlamme-Miller stated that the cafeteria, as of May 30, was showing a profit of \$8,117.06. At the current time she stated that it does not appear that any board of education subsidies will be necessary this year. The new cafeteria tables have been ordered and will arrive before the start of school in August. Some of the old tables will be put into storage.

## 7. OLD BUSINESS

- a. FY 14 YEAR-END BUDGET STATUS. The auditors will be starting their pre-testing on July 24/25. The Board of Education has to review the FY14 transfers. Don Wesson motioned that the Board of Education reviewed the transfers by Object Code and we will continue to review on a monthly basis and anticipate acting on those transfers at the conclusion of the audit process. John Lippert seconded. Motion passed unanimously. Cheryl Miller stated that most towns hold their books open one month after the fiscal year ends.
- b. RESPONSES TO DRAFT OF ADMINISTRATIVE REGULATION: PROMOTION AND RETENTION. These are some new regulations to accompany our already existing policy.
- c. REVISIT ADDITIONAL STAFFING RECOMMENDATIONS (non-certified). **Kay Warren motioned to allow the Superintendent to post the opening for the full-time maintenance person to be either 1 full-time (40 hrs.) or 2 part-time at 20 hrs. per person and one full-time paraprofessional for the school library. Seconded by James Rupert. Motion passed unanimously.** Chairman Rupert asked about the part-time worker that was working in the cafeteria. Dr. Longo is going to repost the position.

## 8. NEW BUSINESS

- a. AUTHORIZATION TO SUBMIT PRIMARY MENTAL HEALTHCARE GRANT (KARE). **Don Wesson motioned to authorize the superintendent to apply for the healthcare grant. Seconded by John Lippert. Motion passed unanimously.**
- b. Staff Appointment. **Don Wesson motioned to hire Kaitlyn S. Mielniczuk as a full-time teacher. Lisa Donegan seconded. Motion passed unanimously.**

- c. Staff Resignation. Dan Kanopka, our bus mechanic, resigned effective immediately due to physical problems. **Lisa Donegan motioned to accept the Dan Kanopka's resignation, with regret. Don Wesson seconded. There will be a committee appointed to find another mechanic.**
- e. Approval of School Bus Specifications. **Don Wesson motioned that the Board of Education approve the bus specs to the selectmen so they can go out to bid for a new bus. Lisa Donegan seconded. Motion passed unanimously.**
- f. Removal of vehicles from fleet service. **Don Wesson motioned to retire two old buses. Lisa Donegan seconded. Motion passed unanimously.**
- g. Review 2014-15 school bus routes for publication. Kay Warren questioned the stops at Lake Chaffee. She will be speaking to Joan Cellotti on this. Supt. Longo stated that they will be anticipating one less bus driver this year.
- h. Discussion of Board of Education Retreat. **Don Wesson motioned that the Board of Education schedule a retreat on Sept. 13th from 4-8 pm to discuss the Board's goals. Seconded by Lisa Donegan. Motion passed unanimously.**

9. NEXT MEETING DATE/AGENDA ITEMS.

- a. Next meeting August 21, 7:30 pm in the district conference room.
- b. CABE/CAPSS convention under New Business.
- c. Board of Education Retreat (under old business)
- d. Tour of the school to see the improvements over the summer (new business)  
**Don Wesson made a motion to add the new counter tops in the teacher's lounge. Seconded by Lisa Donegan. Motion passed unanimously.** Visit to the staff lounge. (new business)
- e. Another security grant (new business)

10. ADJOURNMENT. **Lisa Donegan motioned to adjourn the meeting. Seconded by Don Wesson. Motion passed unanimously.** Meeting was adjourned at 9:50 pm.

Kay M. Warren  
Secretary  
Board of Education



EDWIN O. SMITH HIGH SCHOOL

Louis F. DeLoreto • Principal  
Karen K. Paruolo • Assistant Principal  
Dave Tanner • Assistant Principal

1235 Storrs Road • Storrs, CT 06268  
(860) 487-0877 • Fax (860) 429-7892  
[www.eosmith.org](http://www.eosmith.org)

June 12, 2014

Dear Employer:

As the school year comes to an end, I would like to express my gratitude to you, the employer, for working with our Cooperative Work Education students this year. It is your expertise, cooperation and willingness to employ and be role models for our students, that enables our CWE program to be a continued success.

Thanks to your partnership, the students successfully participated in our CWE program and earned credit for working in an internship or a competitive job placement. Many of these students will continue in these jobs, or will use the experience to advance elsewhere. Our CWE students and school community are truly grateful to you for helping the students gain valuable work experience, while learning essential employability and life skills.

I sincerely hope that this collaborative experience, with our students, has been rewarding and productive for you as well. We hope that our relationship with you can continue, and that we will be able to develop our partnership with you in the years to come. Please feel free to contact me anytime if I can help you to fulfill any of your summer or fall employment needs. Also, feel free to contact me with any comments, concerns or suggestions. Thank you again for your continued support. Have a great summer!

Sincerely,

Michael Koerner,  
Cooperative Work Education Coordinator  
(860) 487-0877 x4522

July 10, 2014

Mr. James Rupert  
Board of Education Chair  
Ashford Board of Education  
440 Westford Road  
Ashford, Connecticut 06278

Dear Mr. Rupert and Board of Education Members,

Thank you for restoring to full time the several positions that were reduced earlier this year. We look forward to continued collaboration with the Board of Education in the years to come.

Sincerely,

The Ashford Education Association

June 21, 2014

Dear James Rupert and the Board of Education,

I was very happy to learn that I was a recipient of the Maurice C. Bicknell award. I am writing to thank you and the Board of Education of Ashford for considering me and selecting me for this award. This will be a helpful addition to my financial support, towards my higher education.

I am an Athletic Training major who plans to pursue an athletic training career at a collegiate level. I am currently a junior in college and plan to graduate in the spring of 2016. After graduation, I will seek employment at one of our local public high schools with hopes of inspiring other students to achieve a higher education.

By awarding me the Maurice C. Bicknell award, I am able to concentrate on what is important for me, education. Your financial generosity has allowed me to be one step closer to my goal and has inspired me to help others by giving back to the community. I hope one day I will be able to help other students achieve their goal just as you have helped me achieve mine.

Sincerely,

A handwritten signature in cursive script that reads "Danielle Cote". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Danielle Cote  
19 Armitage Court  
Ashford, CT, 6278

June 9, 2014

Mr. James M. Rupert, Chairman  
Ashford Board of Education  
440 Westford Road  
Ashford, CT 06278

RE: Maurice B. & Midred C. Bicknell Scholarship

Dear Mr. Rupert

I would like to take this opportunity to thank you and the members of the Ashford Board of Education for my selection as the recipient of the Maurice B. & Mildred C. Bicknell Scholarship. I am extremely grateful for this award.

As stated in my scholarship application, I will be attending the Massachusetts Maritime Academy this fall. It is an extraordinary school at which I hope to be very successful. I sincerely appreciate the help that this scholarship will be in contributing to my future.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin S. Gagnon". The signature is fluid and cursive, written over a white background.

Justin Gagnon  
164 Southworth Drive  
Ashford, CT 06278

Dear Members of The Board of Education,

Thank you for the lovely engraved vase.  
I was honored to receive it on June 12<sup>th</sup>.  
It has become the perfect receptacle for the  
beautiful bouquet I received from my  
colleagues at our retirement celebration.

I appreciate your thoughtfulness.

Sincerely,

Mari Hardisty





July 2014

TO: Chairs, Superintendents, Charter Schools and RESCs

FROM: Bonnie Carney, Senior Staff Associate for Publications

RE: **39<sup>th</sup> Annual Awards of Excellence for Educational Communications Contest**

*The annual CABE/CAPSS Convention is November 14 and 15, 2014 which means that your Communications Contest entries must be received no later than September 10, 2014.*

Effective communication with parents and taxpayers in your school district is a very significant part of your district operation. It is important for the community to be aware of the exciting activities and events taking place in our schools each day. They are your supporters and you need them. CABE established the Awards of Excellence for Educational Communications in 1975.

Entries are divided into three categories based on district size: under 2000 ADM; 2000 to 5000 ADM; and over 5000 ADM.

1. **GOING GREEN** (*your most environmentally friendly ideas*) – Areas of consideration on: energy conservation, recycling and reduction of carbon footprints. In an article (no longer than 500 words) submit your most creative idea(s) that you have implemented. Include photographs, if appropriate. **(Please submit the article via email, but mail your entry form and fee).** We are planning on posting all entries on the CABE website to share with all school districts.
2. **Newsletter** — internal or external, for periodic distribution.
3. **Annual Report** — for distribution in the community.
4. **District Budget** — document detailing a school budget for distribution in the community.
5. **Parent/Student Handbook** — handbooks or pamphlets intended to promote better understanding of school policies, procedures, and regulations.

6. **Course Selection Guide** — handbook or booklet distributed to students and parents for the purpose of selecting subjects for the coming year and promoting a better understanding of the school.
7. **Calendar** — distributed to the community to promote a better understanding of the public schools.
8. **Special Project** — board handouts, flyers and all other innovative or experimental projects related to educational communications which do not fit above.
9. **Special Project (AV)** — video tape or slide show presentations **must be developed by the school district.**
10. **Computer Generated Project** – (for example, Powerpoint presentations) developed to further the school district message. Entries **must be developed by the school district** and a hard copy must accompany all entries.
11. **Website** - school district or individual school web sites are eligible for entry into this category. Entries **must be developed by the school district.**

Boards may submit as many entries in as many classifications as they wish. Entries will not be returned. *Winning districts will be notified the week of October 14, 2014. At that time if you are a winning district you will be asked to send 10 copies (videos, slides, going green, and computer projects excluded) of your winning entry for display at the November 2014 CABE/CAPSS Convention to be held at the Mystic Marriott Hotel in Groton.*

**IMPORTANT: The fee is \$25 for a single entry. Multiple entries are \$20 each, (e.g., 2 entries \$40, 3 entries \$60, 4 entries \$80, etc.). A CHECK OR PURCHASE ORDER MUST ACCOMPANY YOUR ENTRIES.**

# Awards of Excellence for Educational Communications

## Official Entry Form

A COMPLETED COPY of this form must be attached to each entry submitted along with ENTRY FEE OR PURCHASE ORDER. Entries must be received by September 10, 2014. Mail to: CABE, 81 Wolcott Hill Rd., Wethersfield, CT 06109, Attention: Communications Contest. Entries without an Official Entry Form will not be considered.

Please fill out all information:

Date \_\_\_\_\_ Name of District \_\_\_\_\_

Name of person(s) who created this entry \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Daytime Phone \_\_\_\_\_

1. Size of district (check one):

- Under 2000 ADM
- 2000 - 5000 ADM
- over 5000 ADM

2. Title of project \_\_\_\_\_

Publication or production date \_\_\_\_\_

3. Type of Project (check one):

- Going Green (email article to bcarney@cabe.org; send entry form and fee to CABE)*
- Newsletter
- Annual Report
- District Budget
- Parent/Student Handbook
- Course Selection Guide
- Calendar
- Special Project
- Special Project (AV)
- Computer Generated Projects
- Web Sites

4. For what audience was the project intended? (Check appropriate boxes)

- Students
- Staff
- Parents
- Community
- Other \_\_\_\_\_

5. How was project used? \_\_\_\_\_

*Winning districts will be notified the week of October 14, 2014.*

**NOTE: ENTRIES MUST BE THE WORK OF SCHOOL DISTRICT PERSONNEL NOT OUTSIDE AGENCIES.**



STATE OF CONNECTICUT  
*State Department of Education*



TO: James Longo  
Ashford School District

FROM: Shannon Marimón, Division Director  
Educator Effectiveness and Professional Learning

DATE: June 18, 2014

SUBJECT: 2014-15 Educator Evaluation and Support Plan Approval

Thank you for submitting Ashford School District's 2014-15 Educator Evaluation and Support plan. We appreciate the thoughtfulness and hard work that you and educators in your district have dedicated to this process.

This letter serves as Connecticut State Department of Education's (CSDE) approval of your district's 2014-15 Educator Evaluation and Support plan. Implementation can proceed as soon as your local or regional Board of Education adopts the CSDE-approved plan.

Thank you for your diligent efforts as we work together toward the shared goal of continuous support and development of all educators in order to impact positive outcomes for all students.

SM:sf

cc: Sarah J. Barzee, Ph.D., Chief Talent Officer

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

June 11, 2014

**To: Cathryn Silver-Smith, Chairperson, Ashford Board of Finance**  
**From: Dr. James Longo, Ashford Superintendent of Schools**  
**Re: Detail: Non-Lapsing Educational Fund (1% Carry-Over from 2013-2014 Budget)**

In response to your request for specific information regarding our FY 2013-2014 budget non-lapsing fund, we anticipate having approximately ten thousand dollars, (\$10,000) to place in the fund, as well as approximately \$18,000 in excess cost reimbursement funds that we have yet to receive. Therefore, if we receive that \$18,000 as anticipated, we will be expecting a non-lapsing fund of approximately twenty-eight thousand dollars, (\$28,000). Please note that these figures are approximations based upon final bills being received.

We will be reserving those funds for the support of a new special education student that we anticipate enrolling as of summer 2014 (we have received records and an intent to enroll notice.). If for some reason, this student does not enroll in Ashford School, we will purchase curriculum support materials such as supplies, technology, and books, as well as several small security enhancement items with the funds.

In response to your request for specific information detailing how the FY 2012-2013 non-lapsing funds (\$60,272.45) were used, \$58,186.21 was used for curriculum support technology (including replacement of aging computers, projectors, surge protectors, and cables), and \$2,082 for an additional security camera. This leaves a balance of \$4.24, which will remain unspent.

If you have any further questions regarding this request for a non-lapsing fund for FY2013-2014, or how the FY 2012-2013 funds were spent, please feel free to call me at any time.

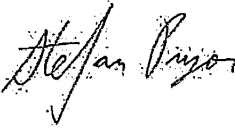
cc: James Rupert, Chair, Ashford Board of Education



STATE OF CONNECTICUT  
STATE BOARD OF EDUCATION



TO: Selected Superintendents of Schools

FROM: Stefan Pryor, Commissioner of Education 

DATE: June 26, 2014

SUBJECT: 2012-13 District Annual Performance Reports and Determinations

In accordance with the Individuals with Disabilities Education Improvement Act (IDEA) 2004, each state must have in place a performance plan that evaluates the state's efforts to implement the intent and requirements of the law and describes how states will implement this law. Connecticut's State Performance Plan (SPP) is an eight-year plan that describes the state's performance on 20 indicators around special education, including targets and improvement activities for each year. The SPP was originally developed in 2005 by a broad stakeholder group consisting of parents, school district personnel and state representatives. An annual performance report of progress on SPP activities was submitted to the U.S. Department of Education on February 2, 2014.

States must also report annually to the public on the performance of each district in relation to the targets in the SPP under IDEA Section 616(b)(2)(C)(ii)(1). Upon a review of that data, the states must determine the assignment of each district to one of four categories, consistent with IDEA requirements: *Meets Requirements*; *Needs Assistance*; *Needs Intervention*; or *Needs Substantial Intervention*. The Connecticut State Department of Education (CSDE) is now issuing determinations based on districts' 2012-13 data.

According to the data used from your district's Annual Performance Report (APR), the CSDE would like to acknowledge the district's efforts in being one of 152 districts to be assigned to *Meets Requirements* in the identified areas used to make the determination for 2012-13. The APR can be accessed on the CSDE's Web site at: <http://sdeportal.ct.gov/Cedar/WEB/ResearchandReports/AnnualPerformanceReport.aspx>. While each indicator has data displayed, only indicators 4B, 9-13, 15 and 20 were used to make the determination. The state's SPP and APR are also posted for public access on the CSDE Web site.

Finally, please share this information with your staff and parents as we work toward improving outcomes for all students, including students with disabilities. Contact James Moriarty in the Bureau of Special Education at 860-713-6946 or [james.moriarty@ct.gov](mailto:james.moriarty@ct.gov) for questions about the SPP, APR or the determination process.

SP:jmm  
cc: Charlene Russell-Tucker, Chief Operating Officer  
James Moriarty, Education Consultant  
Stephanie O'Day, Education Service Specialist