

Ashford Board of Education  
Ashford, Connecticut

Regular Meeting Agenda  
February 16, 2017  
**7:00 pm**  
Ashford School  
District Office Conference Room

1. Call To Order
2. Student STEAM Presentation
3. Persons to be Heard
  - a. Comments Concerning Items on the Posted Agenda
4. Communications
5. Approval of Minutes: 02/02/2017 (special and regular)
6. Superintendent's Report
7. Receipt of Administrative Report (Principal, Asst. Principal, Director of Pupil Personnel)
8. New Business
9. Old Business
  - a. Capital Improvement Committee Report
  - b. FY 18 Budget Worksession
10. Next Meeting Date/Agenda Items
11. Second Opportunity for Public Comment
12. Superintendent Evaluation (Executive Session Anticipated, Action Anticipated)
13. 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; Administrative Reports

Ashford Board of Education  
Special Meeting Minutes – February 2, 2017

6:15 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**

Board Chair J. Rupert called the special meeting to order at 6:28 pm. Present were members K. Rourke, K. Warren, J. Calarese and J. Lippert. Unable to attend were M. Matthews and L. Donegan.

**Superintendent Evaluation (Executive Session Anticipated)**

***Motion made by K. Rourke (6:29 pm) to enter into executive session for the purpose of evaluation of the Superintendent. Motion seconded by J. Calarese and carried unanimously.***

Present: J. Rupert, K. Rourke, J. Calarese, J. Lippert and K. Warren

***Motion made by K. Warren to exit executive session, motion seconded by J. Calarese and carried unanimously.***

**Action**

There was no action taken.

**Adjournment**

***Motion to adjourn the meeting (6:55 pm) made by J. Rupert, seconded by K. Rourke and carried unanimously.***

Recorded by:

Kay M. Warren  
Secretary

Ashford Board of Education  
Meeting Minutes – February 2, 2017  
7:00 p.m.  
District Office Conference Room

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**Call To Order**

Chair J. Rupert called the meeting to order at 7:03 pm. Present were members J. Rupert, J. Lippert, J. Calarese, K. Warren and K. Rourke. Also present were Superintendent Dr. J. Longo and recording secretary J. Barsaleau. Present in the audience were residents M. Caye, K. Zulick and R. Zulick. Also present was L. Dyer. Unable to attend were board members L. Donegan and M. Matthews.

**Persons to be Heard**

M. Caye stated that the part time paraprofessional position was being filled by one person, and is now being covered by substitute personnel. She was directed to discuss any concerns with the administration.

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

None

**Communications**

Included in the BOE packet was an employment law letter and summaries of policy recommendations from counsel and notification letter awarding Ashford School a \$500 Educational Alliance Grant.

**Approval of Minutes: 01/19/2017**

***Motion made by K. Warren to approve the meeting minutes of 01/19/2017, motion seconded by J. Lippert and carried with one abstention (K. Rourke).***

**Superintendent's Report**

**a. Business Manager Search Update**

**1. Staff Appointment**

Dr. Longo reported that he had extended an offer of employment to Lisa Dyer, and she has accepted the Board's offer. Mrs. Dyer brings considerable experience to our district; Dr. Longo asked that the board appoint her to the position of Business Manager.

***Motion made by K. Warren to appoint Lisa Dyer to the position of part time School Business Manager, motion seconded by J. Calarese and carried unanimously.***

The board welcomed Mrs. Dyer to Ashford.

**b. FY 18 Budget Preparation**

The second draft of the FY 18 Budget Narrative was sent to members by email. It was noted that the document watermark should have been updated to 2/2/2017. The members suggested several edits and formatting adjustments that will be made to the document. The next draft and will be sent to members prior to the next meeting for review. Dr. Longo asked that any additional comments or suggestions be sent as soon as possible to him via email for inclusion in the revised narrative.

**New Business**

**a. Approval of AFIS Memorandum of Understanding**

The Board of Education is required by CT General Statute 10-220 to enter into an agreement with State of Connecticut Department of Emergency Services and Public Protection (DESPP) permitting the submission of fingerprint cards to the Automated Fingerprint Identification Systems (AFIS), and to receive back criminal history information concerning its employees. Brief discussion followed.

***Motion by J. Lippert to accept the Automated Fingerprint Identification System Agreement for Fingerprint Card Submissions, by and between the State of Connecticut Department of Emergency Services and Public Protection and the Ashford Board of Education. Motion seconded by J. Calarese and carried unanimously.***

***Motion made by J. Rupert to add to the agenda item 6b, Discussion and Authorization of Change of the Ashford Board of Education Banking Institution. Motion seconded by K. Rourke and carried unanimously.***

KeyBank currently holds bank accounts administered by the Ashford Board of Education. When informed by KeyBank that service fees would begin to be applied to the Board's accounts effective March 1<sup>st</sup>, Lalaine San Diego contacted the bank and requested that fees be waived. The request was denied. Ms. San Diego then contacted area banks to discuss account transfers. Liberty Bank is convenient to the school and will not charge the board any fees for the set up and transfer its accounts to their institution, nor will there be any monthly service fees incurred.

***Motion made by J. Lippert that the Ashford Board of Education authorize the dissolution of its relationship with KeyBank effective no later than February 23, 2017; and further authorizes the transfer of accounts held by the Ashford Board of Education to Liberty Bank effective no later than February 24, 2017. The accounts that are to be transferred from KeyBank to Liberty Bank on or before the dates specified and the individuals who are authorized to sign for these accounts are:***

*Ashford PTO*

*Ashford Hot Lunch Program*

*Ashford Student Activity*

*Ashford Scholarship*

*Christopher Bizilj Memorial*

*Mildred Bicknell Scholarship*

*Beverly Duffy & Lisa Hassett*

*Karen Samperi & James P. Longo*

*James P. Longo & Lisa A. Dyer*

*James P. Longo & Lisa A. Dyer*

*James P. Longo & Lisa A. Dyer*

*James P. Longo & Lisa A. Dyer*

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

The board expressed its appreciation to Ms. San Diego for taking the initiative in researching and finding an amenable solution.

### **Old Business**

#### **a. Approval of 2017-2018 Ashford School Calendar**

Dr. Longo reviewed options with school staff concerning the days of the week that Election Day and Veteran's Day are observed in November 2017. Ashford School will be closed to students and staff on November 6<sup>th</sup> in observance of the Veteran's Day holiday, and closed to students on November 7<sup>th</sup>, Election Day, as required. On the legal Veteran's Day holiday school will be in session. Events and activities related to the observance of Veteran's Day will be planned.

***Motion made by K. Warren to approve the 2017-2018 Ashford School calendar as presented. Motion seconded by J. Lippert and carried unanimously.***

#### **b. Capital Improvement Committee Report**

J. Lippert reported on the last committee meeting. Items discussed were the purchase of a 2-position wheelchair accessible school bus, renovation of the former technology education space, unexpended educational funds and classroom and library ceiling projects. Dr. Longo noted that he has frozen the budget.

**c. Second Reading of Policies** (Series 1000: Sexual Offenders on School Property; Pesticide Application on School Property; Prohibition Against Smoking; Series 3000: IDEA Fiscal Compliance w/Regulations; Series 6000: IDEA Alternative Assessments)

***Motion made by K. Warren to approve the policies as prepared by counsel. Motion seconded by J. Calarese and carried unanimously.***

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

The next regular meeting date is 2/16/17. A special meeting will be called for 6:15 pm for Superintendent Evaluation. Regular meeting agenda items include FY 18 budget, administrative reports, capital committee report, second reading of policies, Cubesat update and executive session for superintendent evaluation.

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

M. Caye addressed some portions of the draft narrative needing clarification.

#### **Superintendent Evaluation** (Executive Session, Action Anticipated)

This item was tabled by mutual consent; a special meeting will be posted for February 16<sup>th</sup>.

***Motion to adjourn the meeting (9:02 pm) made by K. Warren, seconded by J. Lippert and carried unanimously.***

Recorded by:

Jennifer Barsaleau  
Recording Secretary



Ashford School  
BOE Principal's Report – Troy C. Hopkins  
February 16, 2017

**Ashford School Goals**

- Promote creativity, student choice, and critical thinking through the implementation of interdisciplinary curriculum, following the concept of STEAM (Science, Technology, Engineering, Art, Mathematics), which applies to the real world now and in the future.
- Improve informative and positive communication throughout the Ashford community to assist in student success in all areas.
- Develop and implement programs and practices to improve all students' academic and social skills.

**Vision and Mission Statement**

We are in the process of analyzing input from our vision and mission statement survey. Below are some positive comments from the survey.

**Survey prompt: "One more thing you would like to say":**

- Great STEAM initiatives
- Our teachers are fantastic and such a benefit to our school. Continue to support them and provide a great environment where they can do the best job they can.
- Thank you for working so hard.
- The school is going in the right direction.
- Love the positive energy in the building.
- I am very pleased with my child's education at Ashford School and the benefits they have had from living in a small town. I grew up in a city and would never want my child to experience what I did.
- Ashford School is a really nice school and any kid would be lucky to come here.
- You guys are doing a great job.
- This is the best school ever.
- Your teachers really care about the students and go above and beyond their duties in the classroom.
- The after school clubs are fantastic! There are so many opportunities and choices for students and it is very convenient that it is after school. Thank you!
- The teachers are amazing!!
- I liked that the teachers were nice to me in the years.
- While my experience with the school is limited (just 2 years), I've been very satisfied. Art, music and science at lower grades is key. Special programs like the invention convention and satellite building are amazing beyond what a couple words could summarize.
- I enjoy the wonderful opportunities I have at Ashford School!
- You are the best school ever and I don't think anything in the world will change that.

**STEAM – Our Interdisciplinary, Project-Based Learning Initiative**

A look at student work – Grade 5 students will present their Central American animal project to the BOE.

A possible experiential learning opportunity that involves travel has been discussed among our Spanish teachers, Julia Rhubin and Rebecca Aubrey, Lisa Donegan and me. Before proceeding further, we would like approval for the BOE to assess interest among students and their families. Based on travel experience and significant knowledge in planning similar trips, we have identified a possible trip to Costa Rica over April vacation in 2018. This trip or another chosen trip would allow students to learn through experience, including Spanish language, culture, art, and environmental sustainability. The trip would be funded entirely by families and fund raising.

Ashford School  
BOE Assistant Principal's Report – Garrett J. Dukette  
February 16, 2017

**Writing**

Over the past few weeks, every core grade-level teacher received in-house PD on writing. This PD was facilitated by our teacher experts who have attended the weeklong Writing Project at Teachers College, sponsored by Columbia University. This PD focused on awareness and use of critical components of Writing Pathways. Specifically:

- Mini-lessons
- Small- and Large-Group conferencing
- Using the Writing Pathways tools
  - Anchor charts
  - Learning Progressions
  - Student Checklists
  - Rubrics
  - Etc.
- Winter writing benchmarks will be completed over the course of the next two weeks.
  - Results will be used to identify writing gaps and areas of weakness

Moving forward, I will be working with the Math Committee to identify how we can increase literacy and writing across mathematics. In preparation for this discussion, I have provided our reading intervention teachers as well as our 6-8 math teachers with a copy of the article: It's a Different Kind of Reading: Two Middle-Grade Teachers' Evolving Perspectives on Reading in Mathematics, by: Helen Doerr and Codruta Temple

**Curriculum and Instruction**

- As part of my administrative growth, I have undertaken a revision of the school schedule for the 2017-2018 school year. Based on the needs and feedback of the 7<sup>th</sup> and 8<sup>th</sup> grade team, I was able to create a draft schedule that provides an additional 25 hours of academic time for the core 7<sup>th</sup> and 8<sup>th</sup> grade subjects of ELA, Math, Social Studies, and Science.
  - In addition, I have been working to provide all staff members with an opportunity to see the draft schedule in order to provide feedback and guidance based on their particular needs.
- Work to finalize vertical curricular articulation will occur across Social Studies and Spanish beginning in the next few weeks.
- The Curriculum Committee has identified a focus for the end of this year and beginning of next year: grades PK-4 will revise standards based grading to ensure report card grading reflects where students should be at critical points throughout the year. The goal is to ensure we are providing clear and accurate information to our parents.

**Student Motivation and Behavior**

- Since the January 17 PD, restorative circles have been occurring across the building.
- At the February 7 faculty meeting, grade four presented to the staff the positive impact on restorative circles for their team including:
  - Impact on student behaviors
  - Nuts and bolts of how they run their circles
  - Subject-matter of the discussions

**Gifted and Talented**

- Continued work towards Type-2 enrichment Clusters for trimester three
- Early focus on Career Fair (to take place in May)

**Communication**

- At this point, we have called home for 40+ Pawsitive office referrals

# Director of Pupil Personnel Service Report

February 2017

Submitted by: Cynthia Ford

## 2016/2017 School Year:

- **Special Education Update:**
  - Number of students to date who qualify for special education under the Individuals with Disabilities Education Act (IDEA) in grades Prek-8: 58 (14% of our population)
  - We have had three students test out to date and two new students met criteria to be added this year.
  - Number of students who have moved into district this year: 5
  - Number of intensive needs (requiring high number of hours for special education, Occupational Therapy, Physical Therapy, and Speech and Language): 22
  - Number of students that moved into district are intensive in services: 5
  - 3 students are either outplaced or educated out of district (STEM Academy in Windham)
  - 6 students were outplaced last year or educated at the STEM Academy and 3 of those outplaced students met criteria to be brought back into our school and have been successful.
  - **Hiring Update for K-3 Part-time Paraeducator:** The posting has been up since beginning of January externally. We posted it internally in December. We have gotten no interest in the position as of February 10, 2017.
- **504/ Intervention Update:**
  - Students receiving intervention services are not always students that are in the S.I.T. process. Some students may need intervention for one specific skill but overall are doing well in the specific area.
  - **Math Intervention:** Note: 5-8 intervention teacher teaches an 8<sup>th</sup> grade Math class.
    - K grade: 8 students (fluid, depending on skills)
    - 1<sup>st</sup> grade: 6 students plus 7 in enrichment (fluid, depending on skills)
    - 2<sup>nd</sup> grade: 10 students plus 10 in enrichment (fluid, depending on skills)
    - 3<sup>rd</sup> grade: 8 students (fluid, depending on skills)
    - 4<sup>th</sup> grade: 5 students (fluid, depending on skills)
    - 5<sup>th</sup> grade: 8 students (fluid, depending on skills)
    - 6<sup>th</sup> grade: 5 students (fluid, depending on skills)
    - 7<sup>th</sup> grade: 7 students (fluid, depending on skills)
    - 8<sup>th</sup> grade: 7 students (fluid, depending on skills)



- **Reading Intervention:**  
 Note: 5-8 intervention teacher teaches reading to some 7<sup>th</sup> and 8<sup>th</sup> grade students opposite a Spanish class. The K-4 intervention teacher assists with reading groups in grades 1 and 2.
  - K grade: 4 students (fluid, depending on the skills)
  - 1<sup>st</sup> grade: 9 students (fluid, depending on the skills)
  - 2<sup>nd</sup> grade: 7 students (fluid, depending on the skills)
  - 3<sup>rd</sup> grade: 7 students (fluid, depending on the skills)
  - 4<sup>th</sup> grade: 4 students (fluid, depending on the skills)
  - 5<sup>th</sup> grade: 2 students (fluid, depending on the skills)
  - 6<sup>th</sup> grade: 3 students (fluid, depending on the skills)
  - 7<sup>th</sup> grade: 8 students (fluid, depending on the skills)
  - 8<sup>th</sup> grade: 7 students (fluid, depending on the skills)
- **Student Intervention Team Meetings (S.I.T.):** 28 students in grades PreK – 8 are being tracked through our SRBI process, meeting every four to six weeks to check progress towards goals and decide next steps.
- **Number of students who qualify for special accommodations under the Americans with Disabilities Act (ADA) and require 504 plans:** 42 students.
- About 32% of our population are identified as at risk (part of our S.I.T. process), require special accommodations under 504 or qualify for special modifications under Special Education. This supports the need to continue the level of early intervention we are currently doing to assist and support our at-risk students along with providing the legal responsibilities under IDEA and ADA. Spending money on services in district rather on legal fees benefits our students directly.
- **Professional Development:**
  - The February 21<sup>st</sup> PD day an Epilepsy Training will take place for a number of our staff. There will also be more De-escalation training on our March PD for our bus drivers and additional staff who have been unable to attend or still need a refresher.

**Personal and Professional Goals:**

1. Plan and implement appropriate professional development for all faculty and staff in the areas of at risk population and those labeled with disabilities.
2. Continue to improve upon my leadership skills by attending conferences put on by national, state and local organizations to ensure the most accurate information and practices are put into place at Ashford School in the area of Special Education.
3. Continue to ensure lines of communication between the entire department is clear, direct and supportive to all stakeholders.