

Ashford Board of Education  
Meeting Minutes – January 21, 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 J. Rupert called the meeting to order at 7:32 pm. Present were members K. Rourke, M. Matthews, J. Lippert and L. Donegan. Also present was Superintendent Dr. J. Longo, Director of Special Education C. Ford, Principal T. Hopkins, Asst. Principal G. Dukette, Business Manager D. Neel and recording secretary J. Barsaleau. Also present were S. Schillinger and AEA members J. Lindsay and J. Silverstein.

**Class Presentation: Physical Education and Health**

S. Noheimer spoke to the board about the concepts of teaching students to make healthy decisions through life. S. Hollister presented a You Tube video of the recent 5<sup>th</sup> grade class field trip to the Stone Age Rock Gym was shown. The video showed the students conquering the physical challenges of the wall and their support and encouragement of each other. Students interviewed their classmates on the video, and all reported a fun and rewarding experience. 5<sup>th</sup> grade students Nora, Emily and Kinsey personally spoke of their experience and answered questions asked by members of the Board.

**Persons to be Heard**

None

**Communications**

J. Rupert reported he had received an invitation to a breakfast meeting from Area 3 CABA representatives. A letter was received from teacher J. Lindsay concerning the purchase of exit ladders for the middle school wing. This matter will be discussed at a later meeting.

**Approval of Minutes: 12/17/15; 01/07/16 (special and regular)**

***Motion made by L. Donegan to approve the minutes of 12/17/15, motion seconded by J. Lippert and carried unanimously.***

***Motion made by L. Donegan to approve the special meeting minutes of 01/07/16, motion seconded by K. Rourke and carried unanimously.***

***Motion made by J. Lippert to approve the regular meeting minutes of 01/07/16, motion seconded by M. Matthews and carried unanimously.***

**Administrative Reports**

**a. Superintendent**

Dr. Longo's monthly article to the Ashford Citizen was included with the board packet. Members commented on the article as well written and valuable in explaining administrative roles to the public. Discussion followed concerning the historical evolution of roles, responsibilities and structure of school administration.

**b. Business Manager**

**1. Request Approval of Quarterly Budget Transfers**

Mr. Neel's report was included with the agenda packet and included the financial reports through December, FY 16 audit recommendations and a preliminary corrective action response. Mr. Neel requested Board authorization of a transfer of \$35,000 as listed in his report for technology purchase. Discussion followed concerning the transfer, technology purchasing, policy considerations following audit and purchase of new financial accounting system. The Board noted there were no purchases initiated by or for the benefit of the Superintendent made through the month ending December.

***Motion made by K. Rourke to authorize the transfer of \$35,000 from "Tuition, All Other" to "Property". Motion seconded by J. Lippert and carried unanimously.***

**c. Principal/Asst. Principal**

Both reports were distributed to the members. Mr. Dukette reviewed his report, which was followed by discussion concerning schoolwide writing goals, the "play to learn" approach for young students, vertical articulation and understanding by design.

Mr. Hopkins spoke of student STEAM activities, themes and events and staff STEAM presentations at the upcoming NELMS (New England League of Middle Schools) conference. Daily schedule planning work continues and teacher C. Imhoff has written and received a grant from Lowe's to construct a greenhouse.

**d. Director of Pupil Personnel**

Mrs. Ford asked if there were any questions concerning the report provided in the board packet. Members appreciated Mrs. Ford addressing previous meeting discussions concerning the role of school psychologists at Ashford School and outlining the benefits of returning outplaced students to our school. Members took a brief recess and resumed the meeting at 9:29 PM.

**New Business**

With Board consent, L. Donegan reported that there was a gym ceiling leak that occurred the previous Saturday during recreational basketball. Games were halted and played on ½ of the court due to this leak. The lead custodian was called in to address the leakage. This was accomplished, however, but there was concern that this could reoccur or that there may be a roof issue. Dr. Longo will follow up with maintenance concerning the source of the leak and seek timely resolution.

**Old Business**

**a. Second Reading of Policies: (Series 5000 – School Lunch Program – Charging Policy)**

Policy revisions were received from counsel. The policy if approved, will be added to the 3000, or business series. Reference to participation in the National School Breakfast program must be included. Associated administrative regulations will be reviewed and edited as may be deemed necessary.

***Motion made by J. Lippert to approve the Food Service Charge Policy as presented. Motion seconded by L. Donegan and carried unanimously.***

**b. FY 17 Budget**

**1. Capital Improvement Meeting Follow Up**

**2. Narrative/Presentation Worksession**

Prior to addressing the items as listed on the agenda an open discussion as to whether or not to table the Narrative/Presentation Worksession. It was agreed by those present that a special meeting would be held on January 28<sup>th</sup> at 7:30 PM and devoted only to the FY 17 budget. In light of this change:

***Motion made by J. Lippert to add discussion of the three board meeting to the agenda as item 8b.1 with Capital Improvement Follow Up as item 8b.2 seconded by K. Rourke and carried unanimously.***

Discussion of the three board meeting consisted of but was not limited to: reductions in ECS funding and town aid, accounting system replacement, capital improvements, zero based budgeting, audit, budget format, zero percent budget increases and an ad hoc town-wide needs assessment/building and grounds committee.

J. Lippert reported on the Capital Expenditure committee meeting. General comments surrounded the order of the Board's current five-year list, providing cost estimates of those items and approaching the identified needs/improvements in a "piecemeal" fashion, but rather in a holistic way. Discussion followed. Dr. Longo was directed to submit written request for the use of Unexpended Educational funds to engage the services of a professional planner to evaluate the facility, current capital plans and moving improvements forward.

**Next Meeting Date/Agenda Items**

The next regular board meeting will be 2/4/16.

**Superintendent Evaluation (Executive Session Anticipated)**

***Motion by K. Rourke to remove this item from the agenda, motion seconded by M. Matthews and carried unanimously.***

***Motion made by L. Donegan to adjourn the meeting (10:14 pm). Motion seconded by M. Matthews and carried unanimously.***

Recorded by:

Jennifer Barsaleau  
Recording Secretary

*Approved by the Ashford Board of Education:*