

Ashford Board of Education  
Meeting Minutes – November 3, 2016  
7:00 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**

Dr. J. Longo Superintendent of Schools called the meeting to order at 7:11 pm. Present were members J. Rupert, M. Matthews, K. Rourke, K. Warren and L. Donegan. Also present was recording secretary J. Barsaleau and in the audience were resident M. Caye and AEA co-president J. Horn. Unable to attend were board members J. Calarese and J. Lippert.

**Board Reorganization**

**a. Election of Officers**

Superintendent Longo opened the floor to nominations for Board Chair.

***K. Warren nominated J. Rupert for Board Chair, nomination seconded by L. Donegan. There being no other nominations, Dr. Longo called for a vote. The nomination of J. Rupert for Board Chair carried unanimously with one abstention (J. Rupert)***

Superintendent Longo opened the floor to nominations for Vice-Chair.

***L. Donegan nominated K. Rourke for Vice-Chair, nomination seconded by K. Warren. There being no other nominations, Dr. Longo called for a vote. The nomination of K. Rourke for Vice-Chair carried unanimously with one abstention (K. Rourke).***

Superintendent Longo opened the floor to nominations for Secretary.

***K. Rourke nominated K. Warren for Secretary, nomination seconded by L. Donegan. There being no other nominations, Dr. Longo called for a vote. The nomination of K. Warren for Secretary carried unanimously with one abstention (K. Warren).***

Upon conclusion of the election, Dr. Longo passed control of the meeting to the Board Chair.

**b. Establish Regular Meeting Date, Place and Time**

**1. 2017 Board of Education Meeting Calendar**

***Motion made by K. Rourke to hold regular meetings of the Ashford Board of Education at 7 pm on the first and third Thursdays of each month in the district office conference room. Motion seconded by L. Donegan and carried unanimously.***

The meeting calendar will be created to reflect this motion and attached to these minutes and filed with the Town Clerk.

**c. Committee Appointments**

Members reviewed past committee assignments and discussed scheduling of future committee meetings

***Motion made by K. Warren to appoint board members to the same committee assignments held prior to this meeting. Motion seconded by M. Matthews and carried unanimously.***

Dr. Longo will draft a schedule of committee meetings. It will be noted that committee meetings may be scheduled for 6:30 pm prior to first regular meeting of each month.

**Persons to be Heard**

M. Caye reviewed a written correspondence that she had provided to board members prior to this meeting. The communication contained personal experience and observations of the current second grade class and stated concerns about student behavior, staffing and safety. Discussion followed. Mrs. Caye met with the administration and plans have been made to monitor and address issues. Time will be needed to assess data collected and review outcome. Mrs. Caye urged the board to consider three classroom teachers for this group of students for 2017-2018. Members of the board thanked Mrs. Caye for sharing her concerns and for being involved in the budget building process. The board requested an update be added to the December 1<sup>st</sup> agenda.

**Communications**

Members acknowledged electronic receipt of a letter from Mrs. Caye. Out of an abundance of caution and concern that its content could violate student privacy policy, the board considers this a confidential correspondence. J. Rupert and Dr. Longo both had articles published in the most recent Ashford Citizen.

**Approval of Minutes: 10/06/2016**

***Motion made by L. Donegan to approve the regular meeting minutes of 10/06/2016, motion seconded by K. Rourke and carried unanimously with two abstentions (M. Matthews, K. Warren).***

## **Superintendent Report**

### **a. NASA Satellite Project Meeting**

The initial meeting of the Cubesat satellite was held with 16-18 in attendance. Dr. Longo reflected on meetings with the administration and action plans to address the grade two concerns discussed earlier.

### **Administrative Reports (Principal, Asst. Principal, Director of Pupil Personnel, Technology)**

All of the above reports were prepared and distributed electronically for the 10/20/16 meeting. Any questions about these reports should be forwarded to the appropriate administrator.

### **New Business**

**a. First Reading of Policies** (Series 1000: Green Cleaning; Series 4000: Employment Checks; Series 4000: Administrative Regulations for the Use and Disclosure of Criminal Justice Information; Series 5000: Homeless Students; Series 6000: Title I Engagement)

These policies were prepared by counsel and reflect new policy or legislative changes, they will be on the agenda for second reading in late December or January. Members were encouraged to review them prior to second reading; there are some areas where board input concerning optional language would be needed.

### **b. Request Approval of Financial Statement through September**

### **c. Review and Authorization of Quarterly Budget Transfer**

The board had received the reports of the Business Manager electronically for the 10/20/16 meeting. K. Rourke revisited the report, financial statement and recommended transfers with board members.

***Motion made by K. Rourke to accept the October 2016 report of the business manager and to approve the September 2016 financial statement and the 1<sup>st</sup> quarter budget transfers as recommended by the business manager. Motion seconded by L. Donegan and carried unanimously.***

### **Old Business**

None

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

The next meeting is scheduled for 11/17/16. In lieu of a regular meeting, a special meeting will be posted for the cafeteria to address the Friar and Associates facility report. The next regular meeting will be December 1<sup>st</sup> and will include FY 18 Public Budget Input, capital priorities list and BOE retreat items, budget calendar, distribution of the FY 18 Superintendent's object budget, grade 2 follow up, negotiations, superintendent evaluation, policy readings.

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

J. Rupert reminded the members of the timeline for completion of the evaluation. A special meeting will be posted for November 17<sup>th</sup> at 6:15 pm.

***Motion to adjourn the meeting (8:38 pm) made by M. Matthews, seconded by L. Donegan and carried unanimously.***

Recorded by:

Jennifer Barsaleau  
Recording Secretary



**2016-2017 ASHFORD BOARD OF EDUCATION  
Membership Information**

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Regular Meeting Schedule  
*1<sup>st</sup> and 3<sup>rd</sup> Thursdays*  
*7:00 PM, District Office Conf. Room*

**COMMITTEE ASSIGNMENTS**

**Building & Grounds**

John Calarese  
Lisa Donegan  
Marian Matthews

**Cafeteria**

John Lippert  
Marian Matthews  
Kimberley Rourke

**Finance**

John Lippert  
Kimberley Rourke

**Long Term Planning**

John Lippert  
James Rupert (alt.)

**Personnel**

Lisa Donegan  
James Rupert  
Kay Warren

**Policy**

All Members

**Transportation**

John Calarese  
James Rupert  
Kay Warren

**Special Committee Meetings**

*1<sup>st</sup> Thursday*  
*6:15 PM, District Conf. Room*  
*To be scheduled as is necessary*

# Ashford School

## Board of Education - 2017 Meeting Schedule

*Unless otherwise posted, all meetings will be held in District Office conference room 14.  
The board may hold one or more subcommittee meetings at 6:30pm on the first Thursday of the month, followed by a full board meeting at 7:00 pm. The schedule is as follows:*

### ***January***

January 5, 2017  
January 19, 2015

### ***February***

February 2, 2017  
February 16, 2017

### ***March***

March 2, 2017  
March 16, 2017  
March 30, 2017

### ***April***

April 20, 2017

### ***May***

May 4, 2017  
May 18, 2017

### ***June***

June 1, 2017  
June 15, 2017

### ***July***

July 13, 2017\*

### ***August***

August 24, 2017\*

### ***September***

September 7, 2017  
September 21, 2017

### ***October***

October 5, 2017  
October 19, 2017

### ***November***

November 2, 2017  
November 16, 2017

### ***December***

December 7, 2017  
December 21, 2017

\*During the months of July and August, meetings may be canceled or postponed at the discretion of the board chair.