

Ashford Board of Education
Ashford, Connecticut
Meeting Agenda
September 5, 2019
7:00 pm
Ashford School
District Office Conference Room

1. Call To Order
2. Communications
3. Approval of Minutes: 08/08/2019 (special)
4. Opportunity for Public Comment
5. District Administrative Reports (Superintendent, Business Manager)
6. Old Business
 - a. BOE Committee Updates/Committee Planning
 1. Approval of Committee Restructuring
 - b. Update on Purchase of Financial Software
 - c. Second Reading: Transportation Policy Amendment (Biking/Walking to School)
 - d. Negotiations Update
7. New Business
 - a. Staff Resignation
 - b. Staff Appointment
 - c. Requests for Leaves of Absence
 - d. Approval of Medical Standing Orders
 - e. BOE/BOF Financial Office Combination Study Committee
8. Second Opportunity for Public Comment
9. Adjournment

Ashford Board of Education Goals

Curriculum – Ensure a Kindergarten to 8th grade curriculum that challenges students to use methods of inquiry to solve problems, think critically, and to express themselves creatively and effectively.

Financial - Develop a budget that ensures the best possible education while being fiscally responsible to taxpayers.

Culture - Foster an environment of physical and emotional health and wellness for all. Support a community that recognizes professional expertise and provides diverse opportunities that enhance teaching and learning.

Community Relations and Facilities - Provide opportunities for enhanced community engagement and serve as a leader for Ashford in enhancing energy efficiency, developing a maintenance and restoration plan that extends the school's useful life and demonstrates environmental responsibility.


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 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.



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



TO: Superintendents of Schools

FROM: Bryan Klimkiewicz, Bureau Chief of Special Education 

DATE: August 28, 2019

SUBJECT: 2017-18 District Annual Performance Reports and Determinations

In accordance with the Individuals with Disabilities Education Improvement Act 2004 (IDEA), each state must have a State Performance Plan/Annual Performance Report (SPP/APR) that evaluates the state's efforts to implement the requirements and purposes of the IDEA and reports annually on its performance. Connecticut's SPP/APR is a six-year plan that describes the state's performance on 16 indicators around special education, including targets for each year and includes Indicator 17, the State Systemic Improvement Plan (SSIP). The SSIP, developed with broad stakeholder input, is aligned with the principles of *Results Driven Accountability* and is intended to improve results for children with disabilities by improving educational services, including special education and related services. An annual performance report was submitted to the U.S. Department of Education (USED) on February 1, 2019. Phase III Year 3 of the SSIP was submitted to the USED on April 1, 2019.

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 (Levels 1 and 2)*; *Needs Intervention (Levels 1 and 2)*; or *Needs Substantial Intervention*. The Connecticut State Department of Education (CSDE) is now issuing determinations based on districts' 2017-18 data.

According to the data used from your district's APR, the CSDE would like to acknowledge the district's efforts resulting in *Meets Requirements* in the identified areas used to make the determination for 2017-18. The APR can be accessed on the CSDE website at EdSight:

<http://edsight.ct.gov/SASPortal/main.do>

Overview > Special Education Annual Performance Reports

While each indicator has data displayed, only the following indicators 4B, 9-13, and General Supervision and Timely and Accurate Reporting were used to make the determination. The state's SPP/APR is also posted for public access on the CSDE website. The percentage of students identified as eligible to take an alternate assessment is also included for which action on the part of the District may be required; please see attachment.

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 for questions about the SPP/APR or the determination process.

BK:jmm

cc: James Moriarty, Education Consultant, Bureau of Special Education
Diane Murphy, Education Consultant, Performance Office
District Special Education Director

Ashford Board of Education
Special Meeting Minutes – August 8, 2019
2:00 p.m.
Ashford School 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. Lippert called the meeting to order at 2:10 pm. Present were members J. Urban, Marian Matthews, John Calarese and Shannon Gamache. Unable to attend were board members Kay Warren and Lisa Donegan.

Superintendent Evaluation (Executive Session, Action Anticipated)

Motion made by Marian Matthews (2:12pm) to enter into executive session for the purpose of evaluation of the Superintendent of Schools. Motion seconded by Jane Urban and carried unanimously.

Present: John Lippert, Shannon Gamache, Marian Matthews, John Calarese and Jane Urban

Motion made by John Calarese to exit executive session (3:00pm). Motion seconded by Shannon Gamache and carried unanimously.

There was no action taken.

Motion made by Shannon Gamache to adjourn the meeting (3:00pm). Motion seconded by Jane Urban and carried unanimously.

Recorded by:

John Lippert, Board Chair

**Ashford Board of Education
Special Strategic Planning Session Meeting
August 8, 2019
Ashford School Library/Media Center**

SESSION NOTES

Call to Order at 3:08 pm by Board Chair John Lippert. Present were members Jane Urban, Shannon Gamache, John Calarese, Marian Matthews and Lisa Donegan. Unable to attend was member Kay Warren. Present in the was Rebecca Hager and Brian Barclay

Approval of Minutes: 06/06/19; 06/20/19; 07/18/19

Motion made by Jane Urban to approve the minutes of 06/06/19, motion seconded by Marian Matthews and carried with one abstention (John Calarese).

Motion made by Marian Matthews to approve the minutes of 06/20/19 with the following amendments:

- Call to Order: Add Shannon Gamache was unable to attend.
- Communications: Insert “School Nurse” before the name Martha Sibley-Jett.
- Old Business a: Discuss Strategic Planning Meeting – Line 4, “curricular” should be “curriculum.”
- New Business b: AEA Negotiations Update – insert the word “informal” after the word start and insert the word “contract” after the word teacher.

Motion seconded by John Calarese and carried unanimously.

Motion made by Shannon Gamache to approve the minutes of 07/18/19 with the following amendments:

Communications: Last Bullet Point – insert “and the Moore’s as 8th grade advisors” after the words Mrs. Aubrey; and insert a comma after the word office in the final sentence, and insert “always with a smile.”

New Business: a. Cafeteria/Food Services Discussion – in final sentence, strike the words “cooking school in Tulsa” and insert “healthy schools initiative in California.”

Motion seconded by Jane Urban and carried with one abstention (Marian Matthews).

John Lippert announced the cancellation of the August 15 BOE meeting after discussion with members of the BOE. Administrative reports originally scheduled for 8/15 will move to the BOE meeting agenda on September 19th and will include.....

- Test scores and strategies
- Middle school schedule, homeroom and recess.
- Position on biking to school, homework and dress code
- Cafeteria and transportation reports
- New Visitor’s ID system
- School Professional Development Plans
- First Day’s Professional Development report
- Superintendent’s Report - Energy audit recommendations and actions
- Business Office – 2 years report on fuel usage, detailed school use – gallons, buses, other vehicles, heating fuel

Discussion of BOE Mission and Goals

- Strategic BOE tasks associated with goals
- Review of CAFE BOE Roles and Responsibilities

BOE should focus on its goals and relate its meeting dialogues to goals and mission.

- Jane complemented after school clubs and expressed interest in increasing number and size of clubs so more students could participate because the clubs fill up quickly and many students cannot get into their chosen clubs, or sometimes, any club.
- Marian suggested students write an article for the Citizen on the clubs at Ashford School
- A discussion about building understanding, connection and support in the community particularly from non-parents of students; this could be improved by having more student events in Knowlton Hall or Town Hall, and more special events that invite citizens into our school.
- Jane asked if international experiences could be expanded. More experiences would enrich education of Ashford Students. Also, explore possibility of local destinations for day trips creating a curriculum-based database.
- Marian – More student performances or presentations in the community.
- Address growing number of students with food insecurity. Maybe a program of weekend food. Also, increase mental health programs. Invite Melissa McDonough to a BOE meeting to report on the programs she is involved in and make suggestions to the BOE.
- Develop some fund raising activities to address food insecurities.
- Discussion turned to the CABE/CAPSS convention in November and how it is an excellent experience that every BOE member should have.

Opportunity for Public to Speak

- Brian Barclay spoke regarding the BOE policy on biking to school.
 - Several community committees are interested in a program for community biking and biking to school. Asked the BOE to seek signage for bikers and walkers to school, safety programs, parental permission forms and events to make bikers more familiar and common in the community.
 - Board wants clear legal opinions, liability defined, and a proposal from the school biking committee
 - Do some research into regional and national biking policies.
 - Brian recommended that any BOE policy avoid being too comprehensive and inclusive so as to open more avenue for litigation.
 - More active pursuit of a blinking light and signage for route 89 and school.
 - Rebecca Haeger indicated her daughter was interested in biking to school.
 - Marian volunteered to join any community committee discussing the topic.
- Discussion of homework and communication with parents regarding major curriculum subjects to be covered so parents could provide supplementary support and even get books or materials for their children to use.
 - Perhaps more use of PowerSchool or email to communicate with students and their families.
 - More teachers should publish a syllabus for their class that outlines major scope and sequence so parents could be supportive and know when big assignments or tests were scheduled well in advance of them.
 - Parents would like more information on units of study so they could be supportive and involved.
- A K-12 alert reminder of BOE meetings should be routine with major agenda items of parental interest mentioned. Maybe a Friday backpack newsletter that covers the K-12 and other information about committees, events, meetings.

BOE Committees

▪ Reports and Future Plans

John Lippert put forward a plan to revise the committee structure to be more effective. An example of a restructuring of which BOE members served on each committee was as follows:

- Building and Grounds and Long-Term Planning should be Marian, John C. and Shannon
- Personnel, Finance and Transportation could be Jane, Lisa and Kay
- John Lippert would serve as a floater and substitute in his capacity as chairman.
- Curriculum Committee recommends a parent resource for every grade and subject that is kept up to date and provides links and ideas for parents to support instruction, buy books, or just know what is going on in real time

The new committee structure will be on the September 5th BOE meeting agenda.

Capital Projects

- The current capital projects list and BOE plan would stand with minor corrections made. Corrected list attached
- Added to this list will be items from the energy audit after it is reviewed on September 5th.

Working Dinner

Community Outreach

- This topic was discussed in some detail during the opening goals dialogue, however, these points were stressed;
 - More student events held out in the community
 - More involvement with senior center
 - More events inviting citizens to the school. Particularly recognizing residents such as the Veterans Day event did.
 - Seek volunteers to speak in the school by building a database of potentials.
 - Create a volunteer database with skill sets defined, for use by staff
 - Create a more vibrant student government structure and seek ideas from them
 - More opportunities for E.O. Smith students to come to middle school to speak to our students about life in high school and major expectations there.
 - Increase first responder recognition. Perhaps a first responders event in school
 - Ask Ashford Business Association to become more involved in the school and present or sponsor events.
 - Increase student opportunities to publish
 - Perhaps a student spotlight article for the Citizen

Board Roundtable

- Cafeteria report at September BOE meeting should include:
 - results of looking into metal utensils
 - Digital ordering of salads
 - More staff prepared food – less processed or prepackaged
 - Cost analysis of potential changes
- BOE should consider more budgeted support for the café operation
- Ask the assistant principal to report on school discipline and bullying in our school
- Create a health curriculum resource for parents to supplement what is taught in class
 - Include warnings and information on dangerous behaviors such as drugs, sexual activity, bullying, on-line harassment
 - Designed as conversation starter and factual resource

- All students should have a worthwhile recess
 - Fresh air, social interaction, physical activity
 - Perhaps allow students to stay outside and play from 8-8:30 in the morning under supervision
- BOE would like a presentation by world language teachers that addresses approach to their subject, expectations, strategies, transition to high school etc.
- Once again are grade 7-8 homerooms in the schedule? Report

Adjourn

Motion made by John Calarese to adjourn the special meeting at 6:52pm. Motion seconded by Shannon Gamache and carried unanimously.

Recorded by:
Dr. James Longo, Superintendent

Kathleen M. Knecht

137 Birch Road, Storrs, CT 06268 · 860-377-3945 · k.knecht137@gmail.com

August 7, 2019

Dr. J. Longo
Ashford School
440 Westford Road
Ashford, CT 06278

cc: C. Ford, T. Hopkins

Dear Dr. Longo,

With this letter I wish to inform you that I will not be returning to Ashford School at the start of the 2019-2020 school year, and I hereby tender my resignation.

I have had the honor to teach at Ashford School for the past eleven years, two years as a Resource Room teacher and nine years as the CORR Room teacher. I believe that I have had a positive effect on the students and staff with whom I worked and I am grateful for having had this opportunity. My colleagues have been a wealth of inspiration, wisdom, and resource to me, and I wish them continued success. Ashford is a terrific learning environment and I am thankful that I was able to have been a part of it for so many years.

While I look forward to exploring where life takes me next, I know that I will miss the students, staff and community at Ashford who I have grown to respect and care for.

Sincerely,

Kathleen M. Knecht

Kathleen M. Knecht, BS, MBA, MS
860-377-3945



Catherine Robacker
13 Mallard Drive
Bloomfield, CT 06002
860-899-6555
catherinerobacker@yahoo.com

SUMMARY

I have 16 years teaching experience in a variety of community settings with an extensive background writing differentiated curriculum to match National Standards, Common Core Standards, and specific student needs. I have received recognition several times for perfect/outstanding attendance.

EDUCATION

CREC Advanced Alternate Route to Special Education Certification
July 2016

Central Connecticut State University, New Britain, CT
Physical Education Certification 2015

Southern Connecticut State University, New Haven, CT
M.S., School Health Education 1994

Central Connecticut State University, New Britain, CT
B.A., Psychology 1992

**TEACHING
CERTIFICATIONS**

K-12 School Health Education (043)
Professional Certificate

K-12 Physical Education (044)
Professional Certificate

K-12 Special Education (165)
Professional Certificate

**TEACHING
EXPERIENCE**

08/18-06/19

Region 10 Schools, Burlington, CT
Special Education Teacher – Middle School
Coordinator of Autism and Special Needs Program

08/16-08/18

Lebanon Public Schools, Lebanon, CT
Special Education/Life Skills Teacher/Adapted PE Teacher/Civics Co-Teacher/Resource Room Teacher (17+ students on caseload)

08/15-06/16

Ridgefield Public Schools, Ridgefield, CT
High School Health Educator/Alternative High School Health Educator

08/14-01/15

West Hartford Public Schools, West Hartford, CT
Teacher's Assistant – Middle School

- Work one on one with special needs students
- Supervise Transition Center/In-School Suspension Room

- Assist special education teachers in resource rooms
- Assist special education teachers in alternative school setting
- Para-educator in special education summer school program

08/08 – 06/13

Coventry Public Schools, Coventry, CT

Middle/High School Health Educator

- Aligned curriculum with state standards
- Created new curriculum to address current health issues
- Initiated new reading materials to use in health curriculum
- Received grant for pedometers for “10,000 Steps a Day” assignment
- Developed community guest speaker program
- Member of district wide safety committee
- Attended/Chaperoned field trip – Soroptimist – Making Safe Choices, Empowering Young Women to Live Their Dreams
- Created/facilitated middle school lunch group
- Coordinated several food drives and other community service projects

02/08 – 6/08

West Hartford Public Schools, West Hartford, CT

Middle School Health Educator – Interim (maternity leave)

- Recruited to fill maternity leave assignment
- Hired as regular employee, not substitute
- Facilitated all classroom duties
- Attended all meetings and faculty training

2001-2004

West Hartford Public Schools, West Hartford, CT

Middle School Health Educator

- Edited and aligned curriculum with state standards
- Attended differentiated instruction/assessment workshops
- Attained American Red Cross Babysitting Course Instructor Certification
- Taught ARC Babysitting Course
- Student Council Advisor
- March of Dimes Coordinator – received award
- Intramural Supervisor
- Created and facilitated two new intramural groups: walking club and step aerobic club

2000-2001

Iredell Public Schools, Mooresville, NC

Middle School Health Educator

- Lead health teacher for all 900 6th, 7th, 8th grade students
- Researched anti-bully programs
- Distributed, collected, tallied 900 student school climate surveys
- Served on dress code committee
- March of Dimes Coordinator

1999-2000

Burke Public Schools, Morganton, NC

Special Education Provisional Educator – 1 year interim position

- Provided resource support for K-6 students at two schools
- Created new reading program
- Attended special education workshops
- Facilitated IEP meetings

1997-1999 **Rocky Hill Public Schools**, Rocky Hill, CT
High School Health Educator (part-time)

1998-1999 **Hartford Public Schools**, Hartford, CT
High School Health Educator (part-time)

WORK EXPERIENCE

1986-1997

Aetna, Inc., Hartford, CT

Administrative Assistant; Human Resources Assistant

- Processed company nation-wide job eliminations in timely and confidential manner
- Conducted career transition seminars
- Prepared resumes for clients in transition center
- Collected, screened and interviewed customer service representative applicants; processed all paperwork
- Managed 5 executive level calendars and travel arrangements
- Interviewed, trained and supervised administrative assistant temporary employees
- Assisted paralegals and lawyers in preparation for litigation
- Provided interim support for executive vice president
- Managed office responsibilities for 2,000 member fitness center
- Researched, tracked and extracted issues of company concern from various publications (Issues Management)

VOLUNTEER EXPERIENCE

2005 **AVON Walk for Breast Cancer**, Charlotte, NC
Raised \$4,200 and walked 26 miles

1992-1998 **AIDS Project/Hartford**, Hartford, CT
“Buddy” to HIV-positive clients; Team Leader; Coordinator

PROFESSIONAL DEVELOPMENT

April 2019 **CREC**
Assistive Technology and Systematic Reading Instruction

March 2018 **CREC**
Executive Functioning - Strategies

August 2017 **CREC**
Mindfulness and Yoga in the Classroom

June 2017 **SCERTS Model** Two Day Workshop/Training
Framework for addressing core challenges in students with ASD

April 2017 **CREC**
Changing How Struggling Students Perceive Math

May 2016 **CREC**
Futures Planning/Transitions Training

April 2014 **CREC**
EdCamp

May 2013 **Glastonbury Schools**
Attended health courses at middle school and high school

Dec. 2012 **CT State Department of Education**
Symposium - Healthy Connections

Nov. 2011 **Planned Parenthood Workshops**
Media & Sexuality
Updated Birth Control Information

April 2010 **Northeast CT Coalition Drug Prevention**
Current Drug Trends and Teen Drug Use Prevention



Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Maternity Leave of Absence

1 message

Kate Craven <kcraven@ashfordct.org>

Fri, Aug 16, 2019 at 9:16 AM

To: Jennifer Barsaleau <jbarsaleau@ashfordct.org>, James Longo <jplongo@ashfordct.org>

Dear Dr. Longo,

This letter is to let you know that I am pregnant and requesting a maternity leave of absence.

My due date is December 24, 2019, and I anticipate the day of leave beginning December 20, 2019. My anticipated return date will be April 20, 2019. I anticipate using the remainder of my sick leave for a period of up to 8 weeks (or what is medically advised).

If anything changes as pregnancies can be unpredictable, I will be sure to keep you informed with any new developments.

I look forward to working with all of you as I return.

Thanks,
Kate Craven

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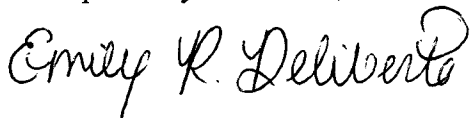
Kate Craven
Media and Writing Teacher
Ashford School

July 23, 2019

Dear Dr. Longo,

I hope this letter finds you well. I am writing an addendum to my previous letter requesting a maternity leave of absence to formally request to extend my leave as an unpaid child-rearing leave of absence until April 1st, 2020. As mentioned in my prior letter, my expected due date is September 26th, 2019 and I am still requesting to begin my maternity leave on or around this date. If this date changes at any time, I will be sure to inform you. Thank you for your understanding and support.

Respectfully Submitted,

A handwritten signature in black ink that reads "Emily R. Deliberto". The signature is written in a cursive style with a large, decorative initial 'E'.

Emily R. Deliberto, M.S., Sixth Year
School Psychologist, Pre-K - 3rd Grade