

Ashford Board of Education  
Ashford, Connecticut  
Meeting Agenda  
October 3, 2019  
**7:00 pm**  
Ashford School  
District Office Conference Room

1. Call To Order
2. Superintendent Evaluation (Executive Session Anticipated)
3. Communications
  - a. SY 19-20 Region 19 Transportation Agreement
4. Approval of Minutes: 09/19/2019
5. Opportunity for Public Comment
6. District Administrative Reports (Superintendent, Business Manager)
7. Old Business
  - a. Ratification of Successor Agreement – Ashford BOE and the Ashford Education Assoc.
  - b. Approval of Administrator Contracts
  - c. Update on Purchase of Financial Software
  - d. Transportation Policy Amendment Draft (Biking/Walking to School)
8. New Business
  - a. Staff Appointment
9. Second Opportunity for Public Comment
10. 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](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.*

COOPERATIVE TRANSPORTATION AGREEMENT

THIS COOPERATIVE TRANSPORTATION AGREEMENT ("Agreement") is made and entered into this 1st day of July by and between the Regional School District No. 19 Board of Education ("Region 19") and the Ashford Board of Education ("Ashford"). The parties are hereinafter referred to collectively as the "parties" and/or the "districts" or individually as a "party" or "district."

WITNESSETH:

WHEREAS, the parties are school districts located within the State of Connecticut; and

WHEREAS, in addition to providing education, the parties are also obligated to furnish transportation of students in accordance with the provisions of the Connecticut General Statutes; and

WHEREAS, Region 19 serves students in grades nine through twelve residing in the towns of Ashford, Mansfield and Willington; and

WHEREAS, Ashford historically has provided transportation to students residing in Ashford who attend E.O. Smith High School (operated by Region 19) and/or Windham Technical High School; and

WHEREAS, in connection therewith, the parties now wish to formalize their arrangement on the terms and conditions set forth below, in accordance with the provisions of Section 10-158a of the Connecticut General Statutes.

NOW, THEREFORE, the undersigned parties hereby agree as follows:

1. In accordance with the terms of this Agreement, and as permitted by Connecticut General Statutes Section 10-158a, the Ashford Board of Education shall have the following rights and/or duties with respect to transportation of students covered by this Agreement:
  - (a) to receive and disburse funds appropriated for transportation by Ashford, the State, the Federal government, and other funds received by the Committee and related to transportation for students covered by this Agreement;
  - (b) to determine transportation routes, assign students to buses, provide for student safety on buses and at designated bus stops in accordance with Ashford policies and procedures, and otherwise take the necessary steps to provide the specified programs, services, and activities related to this Agreement;
  - (c) to suspend students for misconduct related to student transportation in accordance with Section 10-233c of the Connecticut General Statutes and Ashford Board of Education policies; and
  - (d) to consider and determine school accommodations matters in accordance with Section 10-186 of the Connecticut General Statutes for any student transported by the Committee pursuant to this Agreement.

*Revise - \**  
*See email*

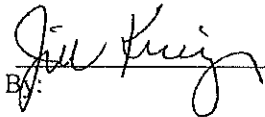
2. This Agreement shall take effect upon signing and shall remain in effect through June 30, 2020. The Agreement shall renew automatically from one fiscal year to the next fiscal year (July 1 through June 30), unless either party non-renews the Agreement in accordance with the provisions of Section 9 of this Agreement.
3. The total cost Region 19 agrees to pay Ashford for the transportation services described in this Agreement for the 2019-2020 school year is \$230,000, to be paid in ten (10) equal monthly installments of \$23,000 due the last day of each month September 2019 through June 2020. For 2019-2020, Region 19 shall pay Ashford for any special bus runs provided by Ashford to Region 19 beyond that which Ashford would ordinarily provide at a per diem rate. The Agreement does not cover transportation services for special education students, who, for whatever reason, cannot be transported on regular school buses on regularly established routes. The total cost for any subsequent fiscal year of this Agreement, if extended, shall be such amount as Ashford and Region 19 mutually agree upon, which amount shall be determined on an annual basis at least ninety (90) days prior to July 1<sup>st</sup> of the succeeding fiscal year.
4. Any adjustments in remuneration made during the life of this Agreement must be made in writing and will be in the form of an amendment and will become part of this Agreement. It is provided, however, that by so doing it will not be considered that Ashford has entered into a new contract with Region 19 nor that the termination date of the existing Agreement has been extended.
5. While receiving transportation services or engaging in any activities related to transportation (e.g. traveling to and from bus stops or waiting for bus pickup), students transported pursuant to this Agreement are subject to all policies and regulations of the Ashford Board of Education. While receiving transportation services or engaging in related activities, if any student engages in misconduct in violation of the publicized policies of the Ashford Board of Education, any conduct that endangers persons or property, or any conduct that seriously disrupts the educational process, the administration and/or staff of Ashford shall have the authority to suspend such student from bus transportation in accordance with Section 10-233c of the Connecticut General Statutes. If such conduct endangers persons or property, seriously disrupts the educational process and/or violates the publicized policies of the Region 19 Board of Education, Ashford shall refer such student to Region 19 for possible disciplinary action by Region 19 in accordance with Region 19 policies and procedures concerning student discipline. Ashford shall cooperate with Region 19 in any related disciplinary processes, by providing written statements, testimony, or other needed services in connection with Region 19's disciplinary processes.
6. Either party may elect not to renew this Agreement by giving written notice of such non-renewal to the Superintendent of Schools for the other party at least one year prior to the effective date of such non-renewal. The effective date of any such non-renewal shall be the June 30th following the completion of such one-year notice period. Once either party submits notice of non-renewal, such notice shall be irrevocable, unless the other parties expressly agree, in writing, to permit such notice to be revoked. Both parties may terminate this Agreement by mutual agreement at any time during the term of the Agreement.

Revise \*  
see  
email

7. Ashford shall indemnify, defend, and hold Region 19 harmless from any and all claims, lawsuits, liability, damages, fees (including reasonable attorneys' fees), costs and all expenses, arising out of or in any way connected to the Ashford's transportation of students residing in Ashford under the terms of this Agreement (either directly or through the use of an insurance carrier and/or other contractor). Ashford shall bear sole responsibility for obtaining and maintaining liability insurance coverage in connection with its obligations under this section.
8. The parties agree to cooperate with one and other in the sharing of information required to carry out their respective obligations hereunder, subject to the provisions of any applicable laws, and to submit any reports which may be required by any governmental agency, including, but not limited to, the State Department of Education.
9. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. It may only be modified in a writing signed by both parties.

REGIONAL SCHOOL DISTRICT NO 19  
BOARD OF EDUCATION

ASHFORD  
BOARD OF EDUCATION

By:  \_\_\_\_\_

By: \_\_\_\_\_



James Longo <jplongo@ashfordct.org>

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## bus transportation to Tech.

1 message

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Krieger, Jill <JKrieger@eosmith.org>

Fri, Sep 13, 2019 at 9:21 AM

To: Bus Coordinator <transportation@ashfordct.org>, Jim Longo <jplongo@ashfordct.org>

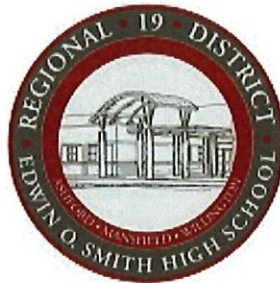
Hi Jim and Joan,

I just received some additional information that we are obligated to provide transportation to any technical school at a cost of up to \$6000. Per student a year. While this was not the information I received last year, it is now the information from our legal counsel.

So, you are able to continue to provide this transportation. I will expect this cost to occur and for the region to pay it. Please let me know what you expect the cost to be for Ellis transportation this year. I will budget for this this in the future . Also, please let me know how many students we are transporting to Windham Tech. These students will be figured into our enrollment counts for Ashford. I will do the same for each of the other two towns.

Thank you.

Jill Krieger



*E.O. Smith High School is known across the region for our student-centered community, challenging curriculum, and talented faculty, as well as a robust array of clubs, athletics, and artistic activities. Together, these efforts position our graduates for success in all of life's pursuits. Learn more at [www.eosmith.org](http://www.eosmith.org)*



**SHIPMAN & GOODWIN** LLP™  
COUNSELORS AT LAW

**MODEL POLICY CLIENTS  
SUMMARY OF POLICY RECOMMENDATIONS  
SEPTEMBER 2019**

***Introduction***

This memorandum serves as a collective summary of the suggested revisions to local and regional board policies, regulations and accompanying documents that we have recommended as a result of the 2019 legislative session, as well as changes based on legal trends or best practices. We include in this memorandum any changes that have been made since October of 2018. The bases for our recommended changes to existing policies for each respective series are discussed below. *Please note that this is the first batch of policy revisions for 2019; additional policy revisions will follow shortly.* For access to these policies, regulations and accompanying documents, please visit our client portal and use the login and password with which you have been provided. If you need any assistance with your login and/or password, please contact Jade Tarca, [jtarca@goodwin.com](mailto:jtarca@goodwin.com). If you have any questions about the policy revisions, feel free to contact Peter J. Maher, at [pmaher@goodwin.com](mailto:pmaher@goodwin.com), or Gwen J. Zittoun, at [gzittoun@goodwin.com](mailto:gzittoun@goodwin.com).

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***Series 1000: Community/Board Operation***

**Non-Discrimination (Community)**

The non-discrimination policy has been revised to clarify that discrimination based on alienage, or citizenship status, is prohibited by law.

***Series 3000: Business***

**Budget Procedures and Line Item Transfers**

This policy has been revised to clarify the process for line item transfers between budgetary categories of the itemized estimate of the budget of local boards of education. There are no revisions to the regional school district version of this model policy.

## ***Series 4000: Personnel***

### **Employment and Student Teacher Checks**

This policy, formerly titled Employment Checks, has been revised in accordance with Public Act 19-91, which makes various changes to the requirements for conducting criminal background checks. The Act, among other things, now requires schools to conduct national and state criminal background checks for student teachers and requires that all prospective employees explain, in writing, whether they have been convicted of a crime and, if charges are pending, what the charges are and in what court they are pending. The Act further clarifies that fees for criminal background checks for student teachers are waived.

### **Non-Discrimination**

The non-discrimination policy has been revised to clarify that discrimination based on alienage, or citizenship status, is prohibited by law.

## ***Series 5000: Students***

### **Homeless Children and Youth**

The Homeless Children and Youth model policy has been revised in accordance with Public Act 19-179 to incorporate changes concerning the hearing and appeal process afforded to school-age homeless children and youth who are denied access to school accommodations, under Connecticut General Statutes Section 10-186. The policy was further revised to clarify the rights of unaccompanied youth.

### **Food Allergies and/or Glycogen Storage Disease**

This policy was revised in accordance with feedback provided by the Office for Civil Rights. The revisions include adding students with diabetes to the protections provided to students with life-threatening food allergies and glycogen storage disease. The revisions also clarify that students with life-threatening food allergies and diabetes are virtually always students with disabilities and should be referred to a Section 504 team.

### **Non-Discrimination**

The non-discrimination policy has been revised to clarify that discrimination based on alienage, or citizenship status, is prohibited by law.

### **Section 504/ADA**

We have updated the complaint procedures in the administrative regulations associated with this policy in accordance with feedback provided by the Office for Civil Rights.

### **Sunscreen Application in School (NEW)**

We have added a new policy concerning sunscreen application in school, in accordance with Public Act 19-60. Students six (6) years of age and older may now self-apply sunscreen in school prior to outdoor activities, with the signed permission of the parent or guardian. This model policy also includes a sample permission form.



Ashford Board of Education  
**Regular Meeting Minutes – September 19, 2019**  
**7:00 pm**  
**Ashford School District Office Conference Room**

*Note: Per CGS 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 exceptions of motions and votes recorded, the minutes are unofficial until they have been read and approved by a majority vote by 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**

Chair John Lippert called the meeting to order at 7:07 PM. Present were Shannon Gamache, Marian Matthews and Jane Urban. Also present was Dr. James Longo, Superintendent of Schools, Principal Troy Hopkins, Director of Pupil Personnel Cindy Ford, Asst. Principal Garrett Dukette and recording secretary Jen Barsaleau. Present in the audience were Rebecca Haeger, Tess Grouse, Carolyn Trotta, Lisa Centola, Mike Mellady, Rick Fadus from Mechanical Maintenance and teacher Valerie Stickles. Unable to attend were members Kay Warren, John Calarese and Lisa Donegan.

***Motion to move agenda item 5, “Opportunity for Public Comment” to item 2 made by Jane Urban. Motion seconded by Shannon Gamache and carried unanimously.***

**Opportunity for Public Comment**

- Carolyn Trotta and Lisa Centola introduced themselves and addressed the board concerning funding for cultural arts. Grants from “Arts for Learning” are no longer available. Mrs. Trotta outlined an opportunity to receive up to \$13,000 in funding for cultural arts activities from HOT (Higher Order Thinking) Schools. Several staff members, PTO members, Mr. Hopkins and Dr. Longo will be attending a two-day HOT Schools conference in October. In order for Ashford to be considered for the maximum amount of available funding, it was strongly suggested that the team that is attending in October include a member of the BOE. Brief discussion followed, Marian Matthews will represent the BOE and attend the conference.
- Rebecca Haeger encouraged the BOE to discuss student dress code and change it, particularly the no backpack rule. Students have little or no opportunity to get to lockers during the day and have to carry books from class to class.

**Vendor Presentations**

**a. Elm Electric (Tina Romano)**

Ms. Romano will attend a future meeting to review and discuss a proposal for electrical component improvements and servicing of those components.

**b. Mechanical Maintenance (Rick Fadus)**

Mr. Fadus and Mike Mellady reviewed suggested measures with regard to energy savings from the 2016 energy audit done by Eversource through the Town of Ashford. There were 23 items listed in the audit. Mr. Fadus and Mr. Mellady addressed each item listed, discussing whether or not they could be viable solutions at this time due to building age and other improvements that must be done before some of these suggested items would be worth considering.

The board expressed its appreciation to Mr. Fadus and Mr. Mellady for attending.

**Communications**

- John Lippert received a letter from SEI Private Trust concerning procedural changes. SEI oversees the Bicknell Trust.
- John Lippert received an email from Christina Davis asking that the BOE page of the website be updated. Jen Barsaleau will address this issue.

**Approval of Minutes: 09/05/2019**

***Motion made by Jane Urban to approve the minutes of 09/05/19.***

Discussion followed with the amendments/corrections noted:

- Page 3 - b. Staff Appointment. Insert the sentence “*Dr. Longo recommended appointment of special education teacher Catherine Robacker.*” prior to the motion.

- Page 3 – e. BOE/BOF Financial Office Combination Study Committee. In the last sentence change “2020” to 2019.

Regular Meeting Minutes – Page 2 of 3  
Ashford Board of Education – Sept. 19, 2019

- Page 3 e. BOE/BOF Financial Office Combination Study Committee. Edit motion by striking the words “to develop” and replace with the words “to partner in developing...”
- Page 1 – Approval of Minutes. Strike the comma after the word “Insert” in the 5<sup>th</sup> bullet point.
- Page 2 – Old Business a.1. Approval of Committee Restructuring. Insert the word “curriculum” after the words “school level” in the 4<sup>th</sup> bullet.

***Motion seconded by Marian Matthews to approve the minutes of 09/05/19 as amended. Motion carried unanimously.***

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

Dr. Longo noted that each of the administrators have spent a great deal of time in preparation of the information they will be sharing with the board. Since these are essentially annual reports, each administrator will spend significant time in reviewing their reports. Dr. Longo further noted that some of the report contents are in response to items discussed at the BOE’s 8/8/19 Strategic Planning Session.

Reports are attached and were presented in the following order:

- Director of Pupil Personnel Cindy Ford
- Principal Troy Hopkins
- Asst. Principal Garrett Dukette

Following the presentation of reports, Dr. Longo expressed satisfaction and his support of this particular group of administrators, noting their hard work each and every day and the differences they have made to our district. Board members their support and agreement with Dr. Longo’s comments.

**Old Business**

**a. BOE Committee Updates/Committee Planning**

**1. Infinite Visions Financial Software Update**

A letter to the Board of Finance has been prepared requesting the release of Unexpended Educational Funds to apply toward the purchase of the software. The BOF chair has asked that a similar letter be written and given to the first selectman.

**New Business**

**a. Ratification of the Successor Agreement by and between the Ashford BOE and the Ashford Education Association**

Copies of the successor agreement were sent to board members. BOE members will postpone ratification until the next regular meeting to allow for any feedback.

**b. Requests for Approval of Intermittent Family and Medical Leave**

The board has received requests from staff members to approve intermittent family and medical leave for the current school year. Each of the individuals who have submitted requests is eligible for FMLA, and may need to utilize intermittent leave to care for an immediate family member. Out of respect for privacy and confidentiality, employee names have been redacted.

***Motion made by Jane Urban to approve the intermittent family and medical leaves requests for three staff members as presented. Motion seconded by Marian Matthews and carried unanimously.***

**c. Approval of Leave of Absence**

A note was received from teacher Megan Gendron requesting maternity leave commencing on or about January 30, 2020 for the remainder of the current school year. Mrs. Gendron will return in August of 2020.

***Motion made by Marian Matthews to approve the maternity leave request of Megan Gendron. Motion seconded by Jane Urban and carried unanimously.***

**Second Opportunity for Public Comment**

- Tess Grouse referenced Mrs. Ford's report and asked how struggling students are prepared for high school. Mrs. Ford spoke about interventions that are in place at Ashford School, such as SRBI and SIT. Mrs. Ford said she could not speak to what the high schools may or may not do.
- Rebecca Haeger referenced Mr. Hopkins' report and is pleased that the idea of making changes to the student dress code is student driven. She stated she hoped that the philosophy of a dress code would be discussed.

**Next Meeting Date/Agenda Items**

The next regularly scheduled meeting is 10/3. Agenda items: ratification of AEA Successor Agreement, financial software follow up, walking/biking to school policy discussion, audit update, committee break out sessions.

**Adjournment**

***Motion made by Marian Matthews to adjourn the meeting at 10:37pm. Motion seconded by Shannon Gamache and carried unanimously.***

Recorded by:

Jennifer Barsaleau, Recording Secretary



Jennifer Barsaleau <jbarsaleau@ashfordct.org>

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## Fwd: Walk or Bike to School Form (2019-20)

1 message

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**Troy Hopkins** <thopkins@ashfordct.org>  
To: "James P. Longo" <jplongo@ashfordct.org>  
Cc: Ashford School <jbarsaleau@ashfordct.org>

Tue, Aug 13, 2019 at 10:32 AM

fyi

----- Forwarded message -----

From: **Cullen, Lauren A.** <LCullen@goodwin.com>  
Date: Tue, Aug 13, 2019 at 10:05 AM  
Subject: Walk or Bike to School Form (2019-20)  
To: thopkins@ashfordct.org <thopkins@ashfordct.org>  
Cc: Littlefield, Anne <ALittlefield@goodwin.com>

Good morning Troy,

I have attached to this email the permission form for a student to walk or bike to school. I included notice as to the specific hazards of the activities, an acknowledgement that the district has offered bus transportation, and a waiver of liability.

I should note, however, that the waiver of liability may not be enforceable. In Connecticut, the Supreme Court ruled in 2005 that public policy prohibits enforcement of a release from liability for future negligence, even if the release is stated in clear language. *Hanks v. Powder Ridge Restaurant Corporation*, 276 Conn. 314 (2005). This decision supersedes prior decisions in which releases have been enforced because their language was clear and the parties had equal bargaining power.

As you recommended, the form does not require parents to opt their child out of school transportation. Instead, the form provides the option for students to ride the bus at any time.

I hope this is helpful and please let me know if you have any questions.

Thank you,

Lauren

Lauren A. Cullen

Shipman & Goodwin LLP

Tel (860) 251-5613

Fax (860) 251-5315

# ASHFORD SCHOOL

## ACKNOWLEDGEMENT AND PERMISSION FORM FOR STUDENT(S) TO WALK OR BIKE TO SCHOOL (GRADES 4+)

I give my son(s)/daughter(s) \_\_\_\_\_ permission to:  
*Student's Name(s)*

- Walk to school**       **Ride his/her bike to school**

I understand that there are risks to my child(ren) that are inherent in walking or biking to the school building. Such risks include, but are not limited to, serious bodily injury, partial or total disability, paralysis, death, and damages which may arise therefrom. Ashford School is located on Westford Road, which has a posted speed limit of 45 M.P.H. and no sidewalks. Motorists frequently exceed the speed limit, and, due to a curve in the road, there is low visibility. There have been traffic accidents in front of the school on Westford Road. Understanding the risks involved in these activities, I agree to permit my child(ren) to walk or bike directly to the school building.

I further assume full responsibility for the safety of my child as he or she walks or bikes to the school building and affirm that my child has received proper education and training on how to ride a bike safely.

I acknowledge that the school district has offered bus transportation for my child(ren) and I choose instead to allow my child(ren) to walk or bike to school. At any time, my child(ren) may take the bus instead of walking or biking to school. Parents permitting their child(ren) to walk or bike directly to or from the school building must register with the Superintendent's office and sign this permission form.

By signing this form, I understand that on my own behalf and on behalf of my child(ren) I am releasing the Board of Education, its employees, agents and contractors from any claims of liability injury, lost or stolen property, and/or damage to property relating to or resulting from my child(ren)'s walking or biking to and from the school building.

I have read this Acknowledgement and Permission Form carefully and made certain that I understand it fully before signing it. I am signing this Acknowledgement and Permission Form voluntarily. It is understood that my permission is to remain effective for the entire school year, September 2019 to June 2020.

\_\_\_\_\_  
*Parent's Name (Signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent's Name (Printed)*

**Please return the completed form to Ashford School, Attention: [Name].**

# Kelee Calkins

## **Administrative Assistant to Principal - Town of Mansfield, Vinton Elementary**

Scotland, CT 06264

[keleecalkins9\\_d8h@indeedemail.com](mailto:keleecalkins9_d8h@indeedemail.com)

860-208-6913

## Work Experience

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### **Administrative Assistant to Principal**

Town of Mansfield, Vinton Elementary

December 2014 to Present

This position requires a high degree of accuracy, accountability, attention to detail, and confidentiality. Work is reviewed periodically for accuracy and conformance with general instructions by the Principal or designated school administrator. Duties are as follows however are not limited to:

1. Track, maintain and report on school budget including processing and purchasing supply requests in compliance with district policy and procedure, maintain inventory of supplies, track balances and provide reports. Reconcile monthly credit card report for all purchases. Maintain, balance and coordinate Student Activity fund, including writing of checks and maintaining monthly records.
2. Assist in compiling and reviewing time sheets for licensed and classified staff.
3. Assists students and staff in operation of copy center facilities, materials and equipment. Coordinate monthly maintenance for all copy equipment.
4. Maintain accurate and current staff and personnel records for building including contact information, leave usage absences, injuries and status.
5. Serve as substitute coordinator for the building contacting substitutes for all teachers and classified staff as required. Create schedules for substitutes upon arrival each day.
6. Perform general office duties including answering multi-line phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
7. Inventories, orders and stocks supplies for building and staff. Inputs orders and coordinates with vendors for timely delivery. Receive, process and distribute all orders.
8. Supervise students in the office. To include students who need a break, students who need the nurse, students waiting for parent pick up and students waiting to see principal.
9. Serves as coordinator with PTA for fundraising, field trips, monthly meetings, special events, etc.
10. Appropriately maintain and secure confidential records and inquiries. Professionally represent the school and the District in interactions with parents, community, staff, and students.
11. Create and coordinate schedules for special projects including scheduling meetings, making room arrangements, field trip schedules, bus coordination for field trips, school newsletters etc.
12. First Aide & CPR Certified. Follow and administer medical protocols for students and provide first aid to staff and students and maintaining an accurate log of distribution consistent with District policy.
13. Greet parents, students and staff in main office and direct as appropriate providing guest badges, bus passes, etc.
14. Proficient in all Microsoft office programs, Google docs, Google sheets, Google calendar, Google photos, Power School, File Maker Pro (progress reports), ADMINS Unified Community (purchase order/finance program), all search engines.
15. Coordinate and maintain all records needed for all incoming and outgoing student registration for 260 students. Including receiving and sending all required documents.

16. Coordinate all records for dismissal including staff, dismissal location, daily changes and student routine.
17. Assists with yearly Paraeducator evaluations. Set meetings in accordance to contract, provide copies to staff and HR.
18. Coordinate bi-weekly time cards for hourly staff. Review, sign and send to HR per contract details.
19. Coordinate all beginning of the school year details. To include new staff assignments, class rosters, updated staff phone lists, updated parent info to teachers, updated schedules to staff, updated emergency procedures, parent folders with school year info to each student on day 1, and updated dismissal sheets.
20. Coordinate, schedule and log monthly emergency drills. To include coordination with alarm company, fire & police departments.
21. Update, maintain, and schedule all building calendars. (Staff, principal, conference room, PTO, computer lab, STEM lab and SpEd meetings)
22. Assist IT with any and all issues building wide.
23. Enter, coordinate and track all building work orders until completion.
24. Coordinate, print and distribute student progress reports 3 times each school year.
25. Assist with any issues or projects not previously mentioned.

### **"Books Are Fun" School Division Independent Sales Rep**

Imagination Books, Inc. Colorado Spring, CO

December 2011 to December 2014

North & Southeast CT

Recruited to create and develop relationships with current and potential customers of 300 schools. With a high expectation of Customer Service. Currently working with 260 of those potential schools.

Duties include-

- Create and Maintain a high level of Customer Service with all accounts
- Ability to meet with and promote current inventory line to all current and prospective customers
- Maintain, update and report all sales on a weekly basis. Meet and/or exceed sales expectations
- Continually Achieved Top 10 in Sales in the New England Region
- Develop, maintain and use sales routes to and from all accounts within a 5 County radius
- Create and maintain a customer contact list including the tracking of sales for each individual School, email list, school hours, etc.
- Hiring, training and payroll of 2 employees
- Promoted to Sales Trainer for potential and new Sales Reps in New England

### **Sales / Business / Finance Manager**

Matthews Catering Company, LLC - Central Village, CT

September 2007 to November 2011

Recruited to create and develop a Sales/Business office. Currently handle all aspects of finances, sales & marketing and manage two employees to assist with financial affairs, coordination of all "on-call" employees

- Provide High Quality Sales/Customer Service with all current and potential clients
- Supervision of all contracted events including staff training, uniforms, site set-up, execution of event, follow up correspondence for customer satisfaction.
- Handle all accounts payable/receivable, transactions and payroll through Quickbooks.
- Provided setup, maintenance and purchasing decisions for office equipment, computers.

- Developed online calendar to manage the business including incoming and outgoing sales proposals and contracts, management of all marketing and training there of; Online Sales Tracking and VOIP phone system.
- Compiled and composed employee benefits and policy handbook.

### **Inside/Outside Sales**

Capital Bank Card New England, LLC - Brooklyn, CT  
September 2007 to September 2007

- Managed sale of credit card processing service to potential business customers.
- Contacted businesses with purpose introducing and explaining the service and benefits.
- Goal was to make appointments and close sale within 30 days.
- Tracked and reported all expenses and results monthly.

### **Owner/Operator**

Hands Down Salon and Mystique Gifts - Canterbury, CT  
September 1994 to September 2006

Built dual full service beauty salon and gift shop businesses from one nail table to a total of up to six tables and six hairdressers, with up to 15 total employees.

- Continuously delighted clientele with positive attitude, flexibility and professionalism
- Set budgets; negotiated prices and terms with vendors; paid bills and balanced books.
- Researched products and made purchasing decisions
- Designed in-store and window displays; created marketing and advertising materials

### **Receptionist / Clerk**

Multiple Temporary Agencies - Groton, CT  
January 1993 to August 1994

Worked in various offices on temporary assignment.

### **Head Teller / Customer Service Specialist**

Norwich Savings Society - Norwich, CT  
May 1990 to November 1993

Supervised and trained tellers; balanced cash and accounts; introduced and sold bank products; opened accounts; investigated and resolved customer questions and issues.

### **Head Teller**

Connecticut Bank & Trust Company - Willimantic, CT  
August 1987 to September 1988

promoted from new hire teller in less than 2 years)

Accountable for tellers and balancing; ordered money for the branch; performed weekly and monthly balancing. Managed reviews, training.

## **Education**

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Windham High School - Willimantic, CT  
1987