

Ashford Board of Education  
Ashford, Connecticut  
Meeting Agenda  
May 6, 2021  
**7:00 pm**

***Electronic Meeting via Zoom (see instructions below)***

1. Call to Order
2. Communications
3. Opportunity for Public Comment
4. Approval of Minutes: 04/15/21
5. Old Business
  - a. FY 22 Budget
  - b. Superintendent Search Update
  - c. Review and Approval of 5-Year Capital Plan
6. New Business
  - a. Staff Resignation
  - b. 2021-2022 Healthy Foods Certification
  - c. BOE Planning RE: Goals, Calendar, Roles & Responsibilities
7. Opportunity for Public Comment
8. Next Meeting Date/Agenda Items
9. Discussion of Strategy with Respect to Potential Litigation (Executive Session)
10. Non-Union and MEUI Personnel Negotiations (Executive Session)
11. 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.*

*Encl: Minutes: 04/15/21; Resignation, HFC Information*

***Ashford Board of Ed is inviting you to a scheduled Zoom meeting.***

***Topic: Ashford BOE Meeting by Zoom 5/6***

***Time: May 6, 2021 07:00 PM Eastern Time (US and Canada)***

***Join Zoom Meeting***

***<https://us02web.zoom.us/j/82866157241?pwd=bkgxSzZtYnJzU296RnhhL1NCWE5ndz09>***

***Meeting ID: 828 6615 7241***

***Passcode: Ch7vtE***

***One tap mobile***

***+13126266799,,82866157241#,,,,\*129394# US (Chicago)***

***+16465588656,,82866157241#,,,,\*129394# US (New York)***

***Dial by your location***

***+1 312 626 6799 US (Chicago)***

***+1 646 558 8656 US (New York)***

***+1 301 715 8592 US (Washington DC)***

**+1 346 248 7799 US (Houston)**

**+1 669 900 9128 US (San Jose)**

**+1 253 215 8782 US (Tacoma)**

**Meeting ID: 828 6615 7241**

**Passcode: 129394**

**Find your local number: <https://us02web.zoom.us/j/82866157241>**

Ashford Board of Education  
**Meeting Minutes – April 15, 2021**  
**7:00 pm**  
**Meeting Held Via Zoom**

*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 7:10 p.m.

- Present were members Jane Urban, Kim Kouatly, Tess Grous, and Al Maccarone. Tina Fradette and Marian Matthews were absent.
- Also present were Superintendent Dr. James Longo, Principal Troy Hopkins, Asst. Principal Polly Borysevicz, Director of Pupil Personnel Cindy Ford, Interim Business Manager Kelee Calkins, and Zoom meeting host Scott Waddell, as well as approximately 12 other members of the school staff and the public.

**Student Presentation (Mr. Busse and Class)**

- The STEAM table is a weekly center. The science, technology, engineering, and mathematics activities can go along with themes they are studying or holidays/seasonal themes. Mr. Busse showed a video with pictures of students working at the STEAM table and talking about their favorite STEAM activities.

**Communications**

- Communication with James Hendricks continued. Jen Truax has ensured that the recordings for the past six months are available on the school website.

**Opportunity for Public Comment**

- Al Maccarone and Jane Urban expressed appreciation for Troy Hopkins and Polly Borysevicz being out for drop off and pick up times. There are also always several teachers out at pick up.

**Approval of Minutes**

- ***MOTION by Jane Urban to approve minutes from 04/01/2021. Motion seconded by Al Maccarone and carried unanimously.***

**Administrative Reports**

**Director of Pupil Personnel Cindy Ford**

- Jane Urban thanked Cindy for breaking down what the different mental health professionals are doing.
- There is a nice partnership forming between the mental health professionals at school and the community mental health program.

**Interim Business Manager Kelee Calkins**

- John Lippert would like to be kept informed of the bottom line and where we are budget wise as we finish this year.
- Jane Urban encouraged Kelee to reach out to Dr. Longo and ask for help if she gets overwhelmed.
- Preparation for the audit is coming up. Kelee has a timeline for what needs to be done and when.

**Principal Troy Hopkins**

- The federal government approved Connecticut's waiver to not use Smarter Balanced Assessment/NGSS Assessment to rate schools or teachers. They will be giving the Smarter Balanced Assessment in May so that they have something to compare growth. They will probably receive the results in the summer, and Troy will share those with the board.
- Teachers are expected to be available for the remote learning day on Wednesday, 04/28/2021 if they are feeling well. Any staff that are able to come in and work are welcome to.

**Assistant Principal Polly Borysevicz**

- Tent will be reassembled the first week in May. Dr. Longo is going to reach out to Jim Rupert and see if they can get together some volunteers to put up a pavilion, about 24' x 30'.

- Jane Urban asked why only the online students were included in the Dinosaur State Park virtual field trip. Polly will ask.
- On Friday, 04/09/2021, the 8<sup>th</sup> grade girls participated in Multiply Your Options conference with female role models in the areas of science, technology, engineering, and mathematics.

### **Superintendent Dr. James Longo**

- No board members have joined in for the MEUI negotiations.
- Summer school is an additional program. There is funding sufficient to do a thorough program. Teachers will identify students who have fallen behind, and parents can also identify if their students need extra help. It will merge into the school year with after school tutoring available as well. The summer school program will offer busing and lunch.

### **Old Business**

#### **a. FY22 Budget**

- There will be a town public hearing on Monday, 04/26/2021. Dr. Longo will make sure budget books will be available by 04/19/2021.

#### **b. Superintendent Search**

- There are 10 applicants including one internal applicant. All the board members have read through the application packets and done some rating of criteria. They will likely narrow down the candidates and interview half of those applicants on 04/26/2021. An email was sent to all 10 applicants to acknowledge receipt of their application and give a general timeline. They have developed a set of questions for the first round of interviews. John Lippert will email AEA, Board of Finance, and Board of Selectmen, inviting them to look at the questions and provide feedback. He will also ask for one person from each group to sit in on the first round of interviews. The seven board members will be making the final hiring decision.

#### **c. Cybersecurity Assessment (Scott Waddell)**

- This will be more of an assessment rather than an audit. They will talk about best practices and help us to come up with our own.
- This assessment will go through every process and make sure that we are secure, meet federal and state code, and that all of our vendors are playing in the same ballpark.
- They will be starting in June with some interviews about our current processes.

### **New Business**

#### **a. Review and Approval of 5-Year Capital Plan**

- Discussion about electric bus versus standard bus. The town owns the buses. The board does not have much of an active role in purchasing the buses.
- This 5-year capital plan will be discussed at the next meeting in hopes that Marian Matthews can contribute to the discussion.

#### **b. First Reading of Policy Amendments Provided by Counsel**

- Board members asked to read/skim these policy amendments. Al Maccarone will look through to see if there are any items the board needs to decide on.

### **Opportunity for Public Comment**

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

- Next meeting will be 05/06/2021.
- Committee breakouts.
- Review and approve 5-year capital plan.
- Discuss BOE goals and possible revisions.
- Develop an annual calendar.
- Further training/education about board rules and responsibilities, possibly Robert's Rules of Order.
- Plan for board member speaking at commencement.

**Discussion of Strategy with Respect to Potential Litigation (Executive Session)**

- ***MOTION by Jane Urban to enter executive session to discuss strategy with respect to potential litigation and invite Dr. Longo and Troy Hopkins. Motion seconded by Kim Kouatly and carried unanimously.***

Board members entered executive session at 8:47 p.m.

Board members exited executive session at 9:27 p.m. No action was taken.

**Non-Union Personnel Negotiations (Executive Session)**

- ***MOTION by Kim Kouatly to enter executive session to discuss non-union personnel negotiations and invite Dr. Longo. Motion seconded by Jane Urban and carried unanimously.***

Board members entered executive session at 9:28 p.m.

Board members exited executive session at 10:31 p.m. No action was taken.

**Adjournment**

- ***MOTION by Jane Urban to adjourn the meeting at 10:32 p.m. Motion seconded by Al Maccarone and carried unanimously.***

Sara Wilson  
Recording Secretary

Rec'd 04-26-21

April 26, 2021

Dear Ashford Board of Education,

I am writing this letter to inform you of my intention to retire at the end of the 2020-2021 school year. I thank you for the opportunity to be employed as a paraprofessional from 1993-2000 and as a certified teacher from 2000-2021.

Sincerely,

*Barbara Horn*

Barbara Horn



Jennifer Barsaleau <jbarsaleau@ashfordct.org>

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## Fwd: CLARIFICATION: Important Information for Food Service Directors: Annual Healthy Food Certification (HFC) Statement for School Year 2021-22

4 messages

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**Karen Samperi** <ksamperi@ashfordct.org>  
To: Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Wed, Mar 3, 2021 at 7:00 AM

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

From: **Fiore, Susan** <[Susan.Fiore@ct.gov](mailto:Susan.Fiore@ct.gov)>

Date: Wed, Mar 3, 2021 at 6:31 AM

Subject: CLARIFICATION: Important Information for Food Service Directors: Annual Healthy Food Certification (HFC) Statement for School Year 2021-22

To:

This email provides **important clarification** regarding yesterday's email about scheduling the board of education/school governing authority meeting for the HFC votes prior to June 30, 2021. The resource included in yesterday's email, [Exemptions for Foods and Beverages in Public Schools](#), contains only the motion language for **exemptions**; it does not include the motion language for **HFC participation**. **All public schools must vote on 1) HFC participation; and 2) food exemptions**. Please see below for the required motion language for these two HFC motions (see "Two Required Motions for HFC" below), and the required motion language if the district chooses to allow beverage exemptions (see "Information on Beverages" below). The annual memorandum that explains the process for submitting the school year 2021-22 HFC Statement will be available soon, and will provide more information. For questions, please e-mail Susan Fiore at [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov).

### Two Required Motions for HFC

**The district's HFC vote must address the two motions below.** Maintain a copy of the **meeting minutes** indicating the results of the two HFC votes. The authorized signer will upload this information to the CSDE's CNP System later this spring when the CSDE notifies districts that the online HFC application module is available.

1. **Vote for healthy food option:** The board of education or governing authority for each public school that participates in the NSLP must vote "yes" or "no" on whether to implement the healthy food option of C.G.S. Section 10-215f, i.e., follow the CNS for all foods sold to students separately from reimbursable meals. The board motion and board-approved meeting minutes must include the following specific criteria for the healthy food option required by C.G.S. Section 10-215f:

**Motion language for healthy food option:** Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2021, through June 30, 2022. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

2. **Vote for food exemptions:** If the board of education or governing authority votes “yes” for the healthy food option, the board of education or governing authority must also vote on whether to allow food exemptions. (**Note:** If the board of education or governing authority votes “no” for the healthy food option, a vote on whether to allow food exemptions is **not** required.) The board motion and board-approved meeting minutes must include the following specific criteria for the food exemptions required by C.G.S. Section 10-215f:

**Motion language for food exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

### Information on Beverages

The beverage requirements of C.G.S. [Section 10-221q](#) apply to **all public schools**, regardless of whether the district certifies for the healthy food option of HFC under C.G.S. Section 10-215f. Additional information on the beverage requirements is available on the CSDE’s [Beverage Requirements](#) webpage.

**Vote for beverage exemptions:** Beverage exemptions under C.G.S. Section 10-221q are **not** part of the annual HFC Statement, which applies only to food sales. If a public school district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the **same time** as the HFC votes. If the district does not have a beverage exemption in place, the district’s schools can **never** sell noncompliant beverages to students. The board motion and board-approved meeting minutes must include the following specific criteria for beverage exemptions required by C.G.S. Section 10-221q:

**Motion language for beverage exemptions:** The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the beverage sales.

### Option to combine food and beverage exemptions

Instead of two separate food and beverage motions, the district may choose to combine food and beverage exemptions in one motion by using the language below.

**Motion language for combined food and beverage exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school



day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.



**Susan Fiore, M.S., R.D.**

**Education Consultant**

Connecticut State Department of Education

Office of Student Supports and Organizational Effectiveness

Bureau of Health/Nutrition, Family Services and Adult Education

Phone: 860-807-2075

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**From:** Fiore, Susan

**Sent:** Tuesday, March 2, 2021 9:21 AM

**Subject:** Important Information for Food Service Directors: Annual Healthy Food Certification (HFC) Statement for School Year 2021-22

Dear Food Service Directors in Healthy Food Certification (HFC) Schools:

Pursuant to [Section 10-215f](#) of the Connecticut General Statutes (C.G.S.), Healthy Food Certification (HFC) requires that each local board of education or governing authority for all Connecticut public school districts participating in the NSLP must **take action annually** to certify whether all food items sold to students separately from reimbursable meals will or will not meet the Connecticut Nutrition Standards (CNS). The Connecticut State Department of Education (CSDE) will soon release the annual memorandum that explains the process for submitting the HFC Statement for school year 2021-22, and will notify all public school districts when it is available.

In the meantime, **all public school districts should *proceed now* to schedule their board of education/school governing authority meeting for the HFC votes *prior to June 30, 2021***, so that the HFC Statement and meeting minutes can be submitted to the CSDE by the **July 1, 2021**, deadline. For guidance on the required motion language for