

Ashford Board of Education
Ashford, Connecticut

Regular Meeting Agenda
July 18, 2013
7:30 pm
Ashford School Library

1. Call To Order
2. Persons to be Heard
3. Communications
4. Approval of Minutes: 06/06/2013
5. Certified Staff Negotiations – AEA (Executive Session Anticipated)
6. Administrative Reports/Summary (reports may be distributed at meeting)
 - a. Superintendent
 1. Budget
 2. Board Goals
 3. Extended School Year

Budget

2012-2013

We closed orders on Sunday, June 30th and have begun the process of finalizing the status of the funds at the close of the fiscal year. Our initial estimate is that we will have close to 1% of unexpended funds to be held over into our non-lapsing account. Additionally, we expect to have a small fund to return to the town. The precise amounts will be clear shortly as final bills trickle in. The books are in great shape and all expenses have been booked and accounted for.

2013-2014

The process of implementing the new budget year has begun and orders are currently being processed.

School Safety

The town allocated \$103,000 for facility improvements dedicated to student safety. We have begun to schedule projects approved for that purpose. The School Safety and Security committee met and created a priority list of projects. That list with rough price estimates follows. We have indicated to the BOF that we will allocate a portion of our non-lapsing account to assist in completing those projects. (copy of letter attached)

**Ashford School
School Safety Committee
Prioritized Projects List
Voted on during the June 25, 2013 meeting**

Items for Immediate Action

1. Contact Sargent Kenneth Albert regarding checklist for the State School Security Grant
2. Complete the grant application A.S.A.P.
3. Distribute grant prior to submission for input and editing
4. Post Bid for office moves and classrooms

Items with minimal cost attached – All will be completed

1. Train staff on security protocols
 - a. Create a handbook or guide (i.e. keep windows clear, remove wedges, lock rooms and storage closets, etc.)
2. Put school maps in the vestibule
3. Fix exterior doors to close easily and completely
4. Move outbuildings from the their currently close to the building proximity
5. Reduce size of ornamental foliage
6. Clear hallways of clutter

Items with cost attached - Listed in order of priority Capital Fund Allocation of \$103,000 and 1% Fund Available \$50,000. Estimates provided by contractors prior to plans and Bid

1. Closed Circuit Camera System \$27,000
 - a. Inside and outside building
 - b. With monitoring capacity from office and handheld devices
 - c. Connect with alarm system and panic button
 - d. Change school entrance lock system for key card (swipe) use and single key for classrooms
2. Use same key card (Swipe card) to enter five school entrances \$750
Consider cost of having same swipe keycard also open all classrooms
3. Add magnetic door holder/release for 45 classrooms \$8,000
4. Changes to School front entrance vestibule
 - a. Add lock to outside doors to secure vestibule \$2,500
 - b. Replace glass with glazed or security glass \$2,000
5. Move Administrative Offices and turn current offices into classrooms \$65,000
6. Add containment security doors at each side of hallway from the front entrance \$16,000
7. Purchase six emergency service compatible radios \$3,000
8. Signage for all interior rooms and exterior building wings - \$3,500
9. Look into protective cement benches for front playground protection \$3,000
10. Conduct a study of traffic patterns and grounds security to determine best way to secure the facility without overly impacting daily use.
 - a. Including fencing of exterior of property line
 - b. Bullard's to protect entrance
 - c. Guard rails

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Curriculum

We have several faculty teams meeting this summer to upgrade curriculum and continue improving our resources for instruction

1. Reading - expanding our new reading program
2. Writing – Researching an entirely new writing program
3. Science – Accommodating standards and building curriculum
4. Gifted and Talented – Designing a program to serve identified students
5. World Language – Spanish – developing curriculum and adding grades

Summer Facility Projects

Tile the front hallway

Install SmartBoards in classrooms

Initiate work on all of the School Safety and Security Committee recommendations. Most will be completed prior to the opening of school.

BOE-AEA contract negotiations

We have Anne Littlefield from Shipman and Goodwin attending our July 18 meeting to initiate planning for negotiations.

We have an informal session scheduled for July 25 to meet and to determine if we can come to an easy and quick settlement.

Superintendent' Goals

2013-2014 Superintendent's Goals

Current District Mission Statement

To present a school district that supports all students in achieving their highest educational and personal potential as productive citizens of the increasingly diverse, multicultural, and global, 21st century society in which they will live.

2013-2014 Superintendent's Goals

- To lead the district toward development of instructional strategies from lesson planning through instructional delivery, that are differentiated, and attentive to individual differences in all aspects of instruction; therefore providing every student with a personalized learning experience.
- To find, and utilize, an integrated, compatible, assortment of assessment tools to collect data to inform instruction and assure that all instruction is appropriately targeted to the needs of the individual student.
- To promote a school climate that focuses upon learning as a joyful and rewarding experience for all students. Supporting a climate where all staff understands their shared responsibility and role in building an optimal climate for learning.
- Lead Ashford School as a community of learners where the individual, as well as the larger community, embodies a culture of mutual respect, personal responsibility, and pride, preparing all students for the diverse, global, 21st Century world in which they will live.
- To supervise the implementation of CSDE regulations related to Student Success Planning, Educator Evaluation Plan, and the district's transition to Common Core State Standards based curriculum and instruction.



Administrative Team

We are just about finished loading the new four-day rotation schedule into PowerSchool.

We have put together a Professional development plan for next year, but it requires some fine-tuning.

Adjustments in assignments are being created to accommodate having an assistant principal and part-time superintendent.

We will be rewriting faculty and staff handbooks this summer.

7. Old Business
8. New Business
 - a. Leaves of Absence
 - b. Staff Appointment (Will require a motion to add to the agenda, and to act on the appointment)**
9. Next Meeting Date/Agenda Items
10. Adjournment

Ashford Board of Education Goals

The Ashford Board shall:

1. Initiate policies and practices, as well as devote appropriate resources, towards the improvement of Ashford students on the Connecticut Mastery test.
2. Promote instructional practices rooted in the individual skills, talents, needs and performance of the student.
3. Initiate mechanisms for improved and effective communication with the community as well as town leaders and other town boards and committees.
4. Develop a three-year school improvement plan that presents, and explains, an optimal path towards educational excellence in Ashford.

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.

Attachments:

CABE Letter; 6/6/13 Minutes; Non-Lapsing Account Letter; LOA Notices (2); Resume



Connecticut Association of Boards of Education

81 Wolcott Hill Road, Wethersfield, CT 06109-1242 • (860) 571-7446 • Fax (860) 571-7452 • www.cabe.org

Lydia Tedone
President
Simsbury

June 12, 2013

Richard Murray
First Vice President
Killingly

Ms. Amy Dotson

Ann Gruenberg
Vice President
for Government Relations
Hampton

Ashford School
440 Westford Road
Ashford, CT 06278

Stephen Wright
Vice President
for Professional Development
Trumbull

Dear Ms. Dotson:

Robert Mitchell
Secretary/Treasurer
Montville

I am writing to congratulate you and the Ashford Jazz Band for being chosen to perform at the November 15-16, 2013 CABE/CAPSS Convention at the Mystic Marriott Hotel in Groton.

Donald Blevins
Immediate Past President

John Prins
Executive Committee
Member at Large

The students are scheduled to perform at the beginning of the morning session on Friday, November 15 from approximately 8:30 a.m. to 8:40 a.m. During that time our attendees; board of education members, superintendents of schools and other administrators; will be assembled in the main meeting room for the morning session.

Robert Rader
Executive Director

Patrice A. McCarthy
Deputy Director
and General Counsel

Our budget allows up to \$125 for reimbursement of expenses in transporting the students to Groton. As we get closer, please let me know in the fall the names of the students who will perform on November 15 so we can include their names in our promotional material. I will also need to know what your set up needs will be i.e., electricity, sound, stage size, etc.

Bonnie B. Carney
Senior Staff Associate
for Publications

We appreciate your taking the time to share your performance with the Committee. Please call me if you have any questions.

Nicholas D. Caruso, Jr.
Senior Staff Associate
for Field Services

Sheila McKay
Senior Staff Associate
for Government Relations

I look forward to hearing the students perform "live" in November!

Kelly Balsler Moyher
Senior Staff Attorney

Sincerely,

Vincent A. Mustaro
Senior Staff Associate
for Policy Service

Lisa M. Steimer

Sr. Staff Associate for Professional Development

Lisa M. Steimer
Senior Staff Associate
for Professional Development

Teresa Costa
Coordinator of Finance
and Administration

cc: Mr. Donald Wesson, Board Chair, Ashford Board of Education
Dr. James Longo, Superintendent, Ashford Public Schools

Ashford Board of Education
Regular Meeting Minutes – June 6, 2013

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

Chairperson D. Wesson called the meeting to order at 7:33 pm.

Board Present

Present were members D. Wesson, K. Rourke, J. Lippert, L. Donegan (7:53 p.m.) and K. Warren. Also present were Superintendent Dr. J. Longo and recording secretary J. Barsaleau. In the audience was AEA member J. Lindsay. Unable to attend were board members B. Supina and J. Rupert.

Persons to be Heard

None

Communications

The chair received thank-you notes from three of the recipients of the Bicknell Scholarship. A copy of School Planning & Management magazine was received.

Approval of Minutes: 05/16/13

Motion to approve the minutes of May 16, 2013 made by K. Warren, seconded by L. Donegan and carried with one abstention (J. Lippert).

Administrative Reports/Summary

a. Superintendent

Dr. Longo gave a summary of his report, discussing budget, school safety and safety grant opportunity, facility improvements, professional development and curricular/academic work. Dr. Longo praised the staff, reminding everyone of the collaborative efforts and hard work of the Ashford staff this year, all of which will have positive impact going forward.

Old Business

a. 2013 Bicknell Scholarship Recipients

The recipients of the 2013 Bicknell Scholarship are Robert Combs, Paul Ference, Emilia Ford, Charlotte Kelleher, Ashley Kellenberger and Andrea Ricci. There were 14 applicants for this year scholarships. Each recipient has been notified and will each receive \$1,500.

New Business

a. Healthy Foods Certification

As required by the CSDE, the board must annually address this item before July 1st and file a Healthy Food Certification Statement.

Motion made by K. Warren to adopt the following Healthy Foods Certification Statement.

The Ashford Board of Education, pursuant to section 10-215F of the Connecticut General Statutes, hereby certify that all food items offered for sale to students in the school under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education will meet said standards during the period of July 1, 2013 through June 30, 2014. Such 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, and any fundraising activities on school premises, whether or not school sponsored.

Motion seconded by J. Lippert and carried unanimously.

b. Staff Appointment

Dr. Longo requested that the board appoint Danielle Romano to the position of school psychologist. Dr. Longo gave a brief overview of the interview and candidate selection process.

Motion made by J. Lippert to appoint Danielle Romano to the position of school psychologist commencing with the 2013-2014 school year. Motion seconded by K. Rourke and carried unanimously.

Next Meeting Date/Agenda Items

The next regular meeting scheduled for June 20th is canceled. The board's finance committee will meet on June 25th at 6:30 pm and the Safety Advisory group will meet June 25th at 7:30. Non-certified staff mediation will take place on June 26th.

Non-Union Personnel Negotiations (Executive Session Anticipated)

Motion made by L. Donegan to enter into executive session (8:42 pm) for the purpose of discussing non-union personnel contracts for 2013-14 with Dr. Longo invited to attend. Motion seconded by K. Warren and carried unanimously.

Present were: K. Warren, J. Lippert, L. Donegan, K. Rourke, D. Wesson and Dr. J. Longo.


The board exited executive session at 9:40 pm.

Motion made by K. Rourke to authorize the superintendent to execute wage and salary agreements for 2013-2014 for the non-union staff. Motion seconded by L. Donegan and carried unanimously.

Adjournment

Motion to adjourn the meeting (9:43 p.m.) made by K. Rourke, seconded by K. Warren and carried unanimously.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jennifer Barsaleau".

Jennifer Barsaleau
Recording Secretary

Ashford School
440 Westford Road (Rt. 89)
Ashford, CT 06278
School Web site: www.ashfordct.org

Dr. James Longo
Superintendent of Schools
860-429-1927 Fax 860-429-3651
jplongo@ashfordct.org

Troy Hopkins
Principal
860-429-6419 Fax 429-3651
thopkins@ashfordct.org

Donna Hartigan
Director of Pupil Personnel
860-429-6419 Fax 429-3651
dhartigan@ashfordct.org

June 14, 2013

Mr. Ralph Fletcher, First Selectman
Ms. Cathryn Silver-Smith, Board of Finance Chair
Town of Ashford
5 Town Hall Rd.
Ashford, CT 06278

Dear Mr. Fletcher and Ms. Silver-Smith;

In a letter dated May 29, 2012, the Ashford Board of Education requested that the Town of Ashford create a non-lapsing account for appropriated, but unexpended, educational funds for the 2012 fiscal year per Connecticut General Statute §10-248a.

Minutes of the Ashford Board of Finance dated June 14, 2012 reflect the establishment of this non-lapsing fund for board of education use in the current fiscal year, and each year thereafter.

On June 13, 2013, Dr. James Longo, attended the Board of Finance meeting on behalf of the Board, and indicated that the Ashford Board of Education will be requesting the use of this non-lapsing fund for the 2013 fiscal year in an amount not to exceed the statutory 1% of the appropriated school budget. It is the intent of the Board to use the non-lapsing account to supplement those funds approved by the Town for Capital Improvements related to school security improvement and enhancements, as well as for technology hardware and infrastructure improvements to support required application of the State's new computer-based standardized testing program, and mandated transition to the Common Core Curriculum Standards.

Should you have any questions, please contact Dr. James Longo at the Superintendent of Schools office.

Sincerely,


Donald Wesson, Chair

May 19, 2013

Dear Superintendent Dr. James Longo and Ashford School Board of Education,

I am writing this letter to request an unpaid maternity leave for the upcoming 2013/2014 school year. I am requesting to begin my leave at the arrival of my child; my due date is November 8, 2013. I am requesting to return to work on March 7, 2014.

Sincerely,
Jennifer Zotti
Grade 4 Teacher


June 2013

To whom it may concern:

I am expecting my first child. My due date is October 22, 2013.

I will be taking maternity leave around that time as my medical needs dictate, so I will need a long-term substitute around this time.

Sincerely,

A handwritten signature in cursive script that reads "Nicole B. Preston". The signature is fluid and elegant, with the first name being the most prominent.

Nicole B Preston

REBECCA E. AUBREY

38 Olsen Drive, Mansfield Connecticut

Cell: (860) 458-9029

Home: 860-477-0303

Email: GringaUruguaya@hotmail.com

MA, Step 12
\$ 67,566

Education:

K-12 Spanish Certificate (2010) Alternate Route to Education, Connecticut State Department of Education

ABD, Political Science, University of Connecticut; Field Research in El Salvador and Guatemala

MA, Political Science (2001), University of Connecticut

BA, Human Ecology (1996), College of the Atlantic, Maine

Teaching Experience:

Teacher (2010 - present) Breakthrough Magnet North, Hartford

Design and implement Spanish curriculum for grades K-6; Manage a service-learning project to support a school in Santa Cruz la Laguna, Guatemala; Serve on the school's Leadership Council; Team leader for Unified Arts.

Instructor (2002 - present) University of Connecticut, Storrs and West Hartford

Teach Perspectives on Latin America (Writing Intensive), Comparative Human Rights, Democratic Culture and Citizenship in Latin America, Introduction to Comparative Politics, and Introduction to Non-Western Politics.

Instructor (Spring 2010 - present) Study Abroad, University of Connecticut, Storrs

Teach Honors-level course on Guatemalan politics and society for a summer study abroad program on Social Entrepreneurship in Guatemala.

Teaching Assistant (Fall 2000 and Spring 2001) University of Connecticut, Storrs, CT

Led discussion sections for Introduction to Comparative Politics.

Instructor (1995-1997) Multiversidad Franciscana de America Latina, Montevideo, Uruguay

Designed and taught a hands-on course in Geographical Information Systems (GIS) as part of a professional MA program.

Other Related Work Experience:

Research Associate (2003-2005) Center for Latin American and Caribbean Studies University of Connecticut

Served as point of contact for undergraduate and MA programs in Latin American Studies; Coordinated all aspects of Center speaker series; Advised MA students; Established relationships with faculty across campus to work with MA students; Supervised MA graduate assistant staff.