

Ashford Board of Education  
**Regular Meeting Minutes – September 5, 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 7:30 pm.

**Board Present**

Present were members D. Wesson, K. Rourke, J. Lippert, J. Rupert, K. Warren and L. Donegan (7:35 pm). Also present were Superintendent Dr. J. Longo and recording secretary J. Barsaleau. In the audience were MEUI representative D. Atkinson and resident G. Leedie. Unable to attend was board member B. Supina.

**Persons to be Heard**

G. Leedie asked that the board consider filling the library paraprofessional vacancy. Chair D. Wesson thanked Mrs. Leedie for her input; the board will revisit the matter at a future meeting.

**Communications**

**a. Correspondence from Legal Counsel**

A special meeting was noticed for 08/29/2013 to review correspondence provided by counsel. The board held a non-meeting, in executive session. The correspondence has been referred back to counsel for further review, an executive session (non-meeting) will be scheduled for final review on Sept. 19<sup>th</sup>. CABE sent a flyer to members concerning a Freedom of Information and Social Media workshop on October 16<sup>th</sup>. The board asked Dr. Longo to send an administrator to this workshop. A copy of *School Planning and Management* magazine was received.

**Approval of Minutes: 08/15/2013; 08/29/2013**

Motion to approve the minutes of 08/15/2013 made by K. Warren. K. Rourke made a further motion to amend the minutes of 8/15 under the section “Financial and Business Office”, to read that the Finance Committee of the Board will meet prior to the September 19<sup>th</sup> board meeting and will review proposed budget line item transfers for fiscal 2012- 2013. The Finance Committee will then recommend that such transfers be discussed and voted on by the Board at the next regular full board meeting on September 19<sup>th</sup> and that such transfers be made in accordance with the Budget Transfer Policy of the Board. Motion to second the acceptance of the minutes, as amended, made by J. Lippert, and carried with one abstention (L. Donegan).

Motion to table the minutes of 08/29/2013 made by J. Rupert, seconded by J. Lippert and carried unanimously.

**Committee Reports**

**a. Personnel**

**1. Distribute Superintendent Evaluation Instrument**

The Personnel committee met prior to this meeting and reviewed the Superintendent Evaluation instrument, developed a preliminary timeline for the evaluation, and received copies of district job descriptions.

**2. Evaluation Timeline**

The tentative evaluation timeline of the superintendent will consist of three dates, September 19<sup>th</sup>, October 3<sup>rd</sup> and October 17<sup>th</sup>. Job descriptions will be forwarded to administrators for input and review and sent to the personnel committee by September 27<sup>th</sup>, then forwarded to the union presidents for review, and then final acceptance at a board meeting. Board members should have their individual evaluations completed for the 19<sup>th</sup>.

**Administrative Reports/Summary**

Dr. Longo reviewed his report (attached) with the board. He reported that Mr. Hopkins is forming a group utilizing staff members to review CMT detail to not only identify specific areas of concern, but to analyze any particular factors that may have contributed to performance issues. The principal will report on these findings at the second October meeting. Open Houses are September 11<sup>th</sup> and 12<sup>th</sup>; a flyer or newsletter will be created to hand out to families at open house highlighting new changes and improvements at Ashford School.

**Old Business**

None

**New Business**

**a. Review of Ashford Town Ordinances (3/2010)**

Ordinances for the town are posted on the town website. The board will be aware of the ordinance

“Concerning Town Contracts for Purchases and Sales”, and its relationship to board of education policies.

**b. Amendment to Budget Transfer Policy (Series 3000)**

Motion to amend the Budget Transfer Policy to reflect that the board will authorize quarterly budget transfers, by object to within \$100, in the months of October, January, March and May, made by K. Rourke, seconded by L. Donegan and carried unanimously.

Administrative regulations will be developed and added to this policy. Final approval of this amendment will be on the October 17<sup>th</sup> agenda.

**c. Review of Board Bylaws and Amendment to Bylaws**

Motion made by D. Wesson to amend the Board of Education Bylaws to include Meeting Conduct as follows:

Public Address

A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.

(1) Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.

(2) A Board of Education member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.

(3) No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

(4) All speakers must identify themselves by name and address.

Motion seconded by J. Rupert and carried unanimously.

Final approval of this amendment will be on the October 17<sup>th</sup> agenda.

**d. Staff Appointment**

Dr. Longo provided a letter recommending the appointment of Chelsea Samperi to the position of School Lunch Helper. The position is not to exceed 25 hours per week. The board authorized the Superintendent to allow the interim appointment of Ms. Samperi, pending a review of board policies, as the cafeteria manager and the candidate are direct relatives, creating a conflict of interest. The appointment will be tabled and will be revisited following review.

**e. ED099- Six Cents Meal Certification, Attestation of Compliance**

Motion made by K. Warren to approve the attestation of compliance and authorization of participation in the Six Cents meal certification. Motion seconded by K. Rourke and carried unanimously.

**f. Approval of Medical Standing Orders**

Motion to approve the medical standing orders as written by Dr. Ronald Kelly, school medical advisor, made by K. Rourke, seconded by K. Warren and carried unanimously.

**g. Request Authorization to Submit Primary Mental Health Grant (KARE)**

Motion made by L. Donegan to submit the Primary Mental Health Grant application, seconded by K. Warren and carried unanimously.

**Next Meeting Date/Agenda Items**

The next meeting date is scheduled for September 19<sup>th</sup>. The Finance Committee will meet at 6:30 p.m., followed by a regular board meeting. Agenda items include FY 12-13 budget, Superintendent Evaluation and Administrative Reports.

**Adjournment**

Motion to adjourn the meeting (9:56 p.m.) made by L. Donegan, seconded by J. Rupert and carried unanimously.

Respectfully Submitted,

Jennifer Barsaleau  
Recording Secretary