

Ashford Board of Education
Regular Meeting Minutes – August 15, 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 7:23 pm.

Board Present

Present were members D. Wesson, K. Rourke, J. Lippert, J. Rupert and K. Warren. Also present were Superintendent Dr. J. Longo, Principal T. Hopkins and recording secretary J. Barsaleau. In the audience were K. Samperi, Cafeteria Manager; BOF Chair, C. Silver-Smith; First Selectman R. Fletcher, and G. Leedie. Unable to attend were board members B. Supina and L. Donegan.

Persons to be Heard

None

Communications

Selectman Fletcher distributed communication from town counsel concerning capital projects and a letter of request from the board of selectman to the chair of the Board of Finance asking that it direct specific reports from the board of education. Mr. Fletcher stated that any questions concerning these communications may be directed to him.

Chair Silver-Smith distributed copies of a letter to the chair of the board of education requesting monthly expenditure and revenue reports; pre and post transfer year end reports, and copies of financial controls and policies.

Ms. Silver-Smith thanked D. Wesson for meeting with the BOF and the BOS to work toward resolution. Much conversation then followed concerning what documentation is needed by the Board of Finance and the Board of Education, review of discussions held at prior meetings, reconciliations, year-end close, trial balances, audit, and reports that are necessary to ensure the accurate recording of finances for all boards and the town.

Board member J. Rupert stated that standard operating procedures should be developed to include communication and acceptable formats for the reporting and sharing of information amongst the departments and the town. Going forward, communication from the Board of Finance will come through the Superintendent of Schools to alleviate any potential confusion as to whom the requests are being directed to; who is responding to those requests, and that communication is acknowledged in a timely manner.

D. Wesson passed out a packet of materials highlighting available services from EASTCONN for 2013-2014.

Prior to moving to the next scheduled agenda item, K. Warren motioned to move item 8b “Establish School Lunch and Breakfast Cost” to this point in the meeting. Motion seconded by J. Lippert.

D. Wesson attended the cafeteria committee meeting prior to the regular meeting and gave a summary of the meeting. As is normally the case each year, the cafeteria begins the year in a deficit due to advanced ordering of food and goods prior to the start of the school year. The committee directed Dr. Longo to appropriate \$5,500 to the cafeteria to help defray these costs. Dr. Longo addressed cafeteria staffing. With the departure of a co-manager last March, the cafeteria employed several substitutes to fill in as lunch helper while investigating the need to hire permanent staff. The committee agreed with the Superintendent’s recommendation to hire a part time cafeteria helper not to exceed 900 hours per year, and to contact the MEUI representative to address the stipend for the manager position via a memorandum of agreement for the remaining year of the current collective bargaining agreement.

K. Warren motioned there be no change to lunch, milk and breakfast prices for the coming school year. Motion seconded by K. Rourke and carried unanimously.

Approval of Minutes: 7/18/2013

J. Lippert made a motion to approve the minutes of 7/18/13. Motioned seconded by D. Wesson and carried with abstentions by J. Rupert and K. Rourke.

Certified Staff Negotiations (Non-Meeting)

The board announced it was moving to a non-meeting (8:12 pm) with regard to Certified Staff negotiations. All in the audience left the meeting, R. Fletcher and C. Silver-Smith remained as per prior invitation.

The regular meeting reconvened at 8:33 pm

Financial and Business Office (C. Miller)

An Actual & Budgeted Expense & Encumbrance report for July 2012-June 2013, dated 8/15/13, was distributed to members. It is to be noted that this report does not include the \$5,500 authorization to the cafeteria mentioned earlier in the meeting, reducing the \$77,938.46 remaining balance to \$72,438.46. It was reiterated that the board has opted to not complete line item transfers in order to give a more accurate picture of expenses by line, for budget planning purposes. The funds remaining are representative of changes that occurred among staff, special education service needs, and health insurance savings. The 2013-2014 budget does not reflect magnet school tuition. The board needs to reserve approximately \$13,500 to cover these tuitions and will need to include them in budget planning going forward. The board's financial committee will meet in October to begin line-by-line review of the budget. Any dollars remaining over the 1% allowed carryover should be returned to the town. Financial reports will be prepared ahead in advance of the meeting, and sent with the agenda packets to the board.

Administrative Reports/Summary

a. Superintendent

Dr. Longo's report is attached to these minutes.

1. Request Authorization to Submit Technology Investments Grant

Dr. Longo prepared an application in response to a grant opportunity for technology improvements necessitated by the change to Common Core Standards/Smarter Balance Assessment testing. Applications due 8/16/13. The total request of the grant is \$40,328. If approved, boards must provide matching funds.

K. Rourke moved to authorize to submit the technology investments grant, seconded by J. Lippert.

J. Rupert amended the motion to include a freeze of \$10,000 of the FY 14 budget until determination is made on the application.

Motion, as amended, passed unanimously.

b. Principal

T. Hopkins showed a powerpoint presentation of the new teacher evaluation plan, teacher goal setting, common core teaching instrument and rubric (attached). He spoke briefly about CMT scores and will address them at a September board meeting.

Old Business

1. Committee Meeting Planning

Policy and other committees planning should be considered. Policy work is continuous and on-going. Superintendent evaluation should begin in September.

New Business

1. Staff Resignation

A letter of retirement was received from Sandra Fletcher. Mrs. Fletcher has worked at Ashford School for a number of years in many different capacities and will be missed.

Motion made by K. Warren to accept, with regret, the resignation of Sandra Fletcher. Motion seconded by J. Lippert and carried unanimously.

K. Warren added a further motion that any Ashford School employee that retires with 20 or more years of service be given a certificate of appreciation from the Board of Education. Motion seconded by J. Lippert and carried unanimously.

2. Establish School Lunch and Breakfast Cost

Addressed earlier in the meeting.

3. Review and Approve School Bus Routes

Bus routes were published to the school website. The board acknowledges receipt of the routes as published.


Next Meeting Date/Agenda Items

The next meeting date is scheduled for September 5th. The Personnel Committee will meet at 6:30 p.m., followed by a regular board meeting. Agenda items include FY 12-13 finances, CMT report, Superintendent Evaluation timeline and instrument.

Adjournment

Motion to adjourn the meeting (10:06 p.m.) made by J. Rupert seconded by K. Warren and carried unanimously.

Respectfully Submitted,


Jennifer Barsaleau
Recording Secretary