

Ashford Board of Education
Regular Meeting Minutes – September 18, 2014

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

Board chair J. Rupert called the meeting to order at 7:40 PM. Present were J. Rupert, D. Wesson, L. Donegan and K. Rourke. Also present were Superintendent J. Longo, Principal T. Hopkins, Business office staff members D. Morgan and L. SanDiego, bus mechanic S. Lyman and recording secretary J. Barsaleau. Unable to attend were board members K. Warren and J. Lippert. There was no audience present.

Persons to be Heard

None

Communications

Included in the board's agenda packet were a "Thank You" from Ronald McDonald House Charities and notice of acceptance of participation in CIRMAcare Medical Care Plan effective 8/1/2014.

Chair J. Rupert acknowledged receipt of letters of interest from N. Rice and J. Mozeiko concerning the Board of Education vacancy. The Board also received communication from M. Donaldson following the special meeting held on 9/13/14. The Board will be addressing items they were unable to discuss at the special meeting that day, and will review Mrs. Donaldson's communication at a future date.

Approval of Minutes: 09/04/2014

Motion to approve the minutes of 09/04/2014 made by L. Donegan, seconded by K. Rourke and carried unanimously.

Committee Reports

No reports.

Administrative Reports (all attached)

a. Superintendent

K. Rourke commented that she liked Dr. Longo's recent article submitted to the Ashford Citizen. Dr. Longo's report was included in the board agenda packet. Dr. Longo will hold a series of meetings inviting public input for the proposed 2015-2016 Superintendent's Budget.

1. Financial Reports (FY 14 & FY 15)

D. Morgan and L. SanDiego reviewed the August accounts payable report, August 2014 financial statement, and year to date salary and benefits budget lines to date. There was some discussion about a potential pilot program for changes that will occur in educational accounting, the Uniform Chart of Accounts (UCOA) must be followed by all CT school districts and all will be required to comply.

Motion by D. Wesson to reorder the agenda moving item 7b "Staff Appointment – Technology Coordinator" to this point on the agenda. Motion seconded by L. Donegan and carried unanimously.

The proposed salary for the technology coordinator position was discussed it relates to lines within the budget affected by the proposed position. Discussion was held as to whether to hold off on creating this contracted position until the following budget year, however, counsel has advised otherwise.

Motion by D. Wesson as follows: Based upon the directive of counsel, Dr. Longo is authorized to proceed with finalizing a contract of employment for the technology coordinator, and further directs Dr. Longo to reduce the number of days of the work year for this position by ten days. Motion seconded by K. Rourke with brief discussion following. The motion passed unanimously.

2. Fleet Vehicle Report

S. Lyman reported that two bids were received in response to the Town's posting for a school bus. School Lines and Dattco both submitted bid packets. The board asked questions concerning the specifications and warranties offered by Bluebird buses and International buses.

Motion made by D. Wesson to add review of school bus bids and recommendation of bus purchase to the Board of Selectmen. Motion seconded by L. Donegan and carried unanimously. Further discussion followed with a motion made by D. Wesson to recommend to the Board of Selectmen the bid of School Lines be accepted. Motion seconded by K. Rourke and carried unanimously.

Mr. Lyman went to report that the overall condition of the vehicles in the fleet is good. Bus 5 has been out of service for engine related repairs, and is behind its maintenance schedule as a result. A new DMV inspector has made contact and inspections will begin next week, Mr. Lyman felt there should be no problems with these inspections, but will be checking over all of the vehicles prior to inspection. He recommends that that Bus #2 be removed from service. It has been used the past several years as a spare bus, it is currently registered, but due to body and frame condition, it should not be used, and is currently parked off site at the bus garage/highway department.

b. Principal

Mr. Hopkins report was distributed in the board packet. L. Donegan and D. Wesson both commented that they enjoyed Open House and were pleased that it was so well attended. Conversation followed concerning Power School parent portal access, the possibility of parent workshops to learn how to access and use the parent portal and the use of standards based report cards which better communicates student effort and assessment in meeting the standards. The Writing Center will be held in the library/media center and will be staffed by teachers Kate Schneider and Matt Kiefer. Both will be attending the UCONN Writing Center for training and will share it with other staff members.

c. Director of Pupil Personnel

Mrs. Hartigan's report was included in the board agenda packet.

d. Cafeteria

A report from the cafeteria was distributed to the members and will be attached to the minutes.

Old Business

a. BOE Vacancy – Schedule Interviews and Follow Up (10/2/2014)

As mentioned under "Communications" two residents sent letters of interest for the board vacancy.

A special meeting to interview the candidates will be held on Thursday, October 2nd. Interviews will be held at 6:30 PM and 7:00 PM with the regular meeting to follow at 7:30 PM, where an appointment to the board is anticipated.

b. Staff Appointment – Technology Coordinator

Addressed earlier in the meeting

c. All Hazards Safety and Security Follow Up

The items identified at the last meeting were addressed. A training schedule for staff has been created, numbers for windows of classrooms have been ordered, a plan to check radio communication is in the works and evacuation plan edits have been made. Dr. Longo attended a meeting of area superintendent's and it was reported that 30% of the state has not yet filed their plans and that completion of Appendix 18 of the plan is causing difficulty statewide.

New Business

a. Approval of Policy Amendments from Counsel (Bullying Prevention; Safe School Climate Plan; Student Discipline)

Counsel sent policy amendments for these policies based upon statutory or legislative action resulting in language changes. These policies are very lengthy, therefore, counsel's edits were sent to BOE members to review prior to the meeting. Motion mad by D. Wesson to accept policy amendments and language changes as provided by counsel. Motion seconded by K. Rourke and carried unanimously.

b. Attestation of Compliance for Meal Pattern Requirement for Six Cents Certification

As dictated by Ashford's participation in Six Cents meal certification, the board must attest that all schools in its jurisdiction operating the National School Lunch Program and/or the School Breakfast Program are in compliance with the meal pattern requirements in effect for school year 2014-2015. The board must complete form ED099, "Addendum to Agreement for Child Nutrition Programs: Attestation of Compliance with Meal Pattern Requirements" on or before October 1, 2014.

Motion made by D. Wesson to attest that the Ashford School district is in compliance with the meal pattern requirements for 2014-2015 and to authorize the Superintendent to complete and file the ED099

addendum agreement on or before October 1st. Motion seconded by L. Donegan and carried unanimously.

c. Revision of Board of Education Bylaws – Construction of Agenda

No action, the bylaw was distributed and reviewed.

Next Meeting Date/Agenda Items

The next regular meeting date is October 2nd. Agenda items to include appointment of BOE member to fill vacancy, technology coordinator follow up and website.

J. Rupert informed the members that C. Silver-Smith, Board of Finance chair has made contact to schedule a three-board meeting concerning 2015-2016 budget planning. The board offers its availability on October 23rd or November 6th for this meeting.

Superintendent Evaluation (Executive Session Anticipated)

By mutual consent of the members present and Dr. Longo, a special meeting will be called for October 9th at 7:00 PM for Superintendent Evaluation. J. Barsaleau will notify all BOE members of this meeting and the need to complete their evaluation forms on or before this date; if a member cannot attend the special meeting, they are to forward their documents to the chair.

Adjournment

Motion to adjourn the meeting at (10:04 pm) made by K. Rourke, seconded by D. Wesson and carried unanimously.

Recorded by:

Jennifer Barsaleau
Recording Secretary

UNAPPROVED