

Ashford Board of Education
Regular Meeting Minutes – September 19, 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, and L. Donegan. Also present were Superintendent Dr. J. Longo, Principal T. Hopkins, Director of Pupil Personnel D. Hartigan and recording secretary J. Barsaleau. In the audience were MEUI representative D. Atkinson and resident N. Rice. Unable to attend were board members B. Supina, K. Warren and J. Rupert.

Persons to be Heard

Nichole Rice updated the board about this year's Grade 4 class. In the prior year, these students had classroom paraprofessionals for grade three. There were no paraprofessionals assigned to Grade 4 this year, but there are smaller class sizes, which is beneficial to the students. Mrs. Rice commented that things are going well thus far, and she would be happy to keep the board posted on progress within the classes from a parental perspective.

Communications

a. Correspondence from Legal Counsel

Dr. Longo received follow up communication from counsel as discussed at a prior meeting. The board received and reviewed a final draft of correspondence prepared by counsel and directed to the chair of the Ashford Board of Finance.

Motion made by L. Donegan to accept the letter as written, authorize the board chair to sign the letter, and send it to the chair of the Ashford Board of Finance. Motion seconded by J. Lippert and carried unanimously.

J. Lippert commented on the "Pawprints" newsletter available at Open House. He and other board members stated that they were very pleased with the publication, and hope that there will be more versions of this newsletter prepared and published. Also discussed was a student-family compact on the school website.

Approval of Minutes: 08/29/2013; 09/05/2013

Motion to approve the special meeting minutes of 08/29/2013 made by L. Donegan. K. Rourke motioned to amend the minutes of 8/29/2013, "*Discussion Concerning Confidential Attorney Client Privileged Written Communication (Executive Session Anticipated as Permitted Per C.G.S. § 1-200(6))*" to state that the board received the privileged communication in executive session; upon receipt of the communication, the board exited the session and commenced a non-meeting per FOIA, to discuss the document. The motion, as amended, was seconded by L. Donegan and carried unanimously.

Motion made by J. Lippert to approve the minutes of 09/05/2013. K. Rourke motioned to amend the minutes by striking the words "*in executive session*" in line 2, agenda item 4a *Communications, Correspondence from Legal Counsel*, and insert, "*per FOIA*"; and under the same agenda item, strike "*executive session*" in line 3.

The motion as amended, was seconded by L. Donegan and carried unanimously.

Committee Reports

a. Finance

1. Approval of Final FY 13 Budget Transfers (to be distributed at meeting)

Copies of the FY13 budget transfer draft and the July-August 2013 expense/encumbrance report were distributed. The final transfer document will be edited to include the object names, a header and date. Whereas the Board of Education's Finance committee, at its 09/19/2013 meeting, reviewed the 2012-2013 budget and its recommended transfers, in draft form, thereby fulfilling its oversight responsibilities, D. Wesson motioned to acknowledge that pending the completion of the FY 13 audit, the Board of Education will transfer funds between objects for FY 13. Motion seconded by K. Rourke and carried unanimously.

Administrative Reports/Summary (reports may be distributed at meeting)

a. Superintendent

1. Long Term Substitute Teacher Replacement

Dr. Longo's report was distributed and reviewed, and will be attached to these minutes. Two teachers will be commencing maternity leaves this fall; both sub positions were posted seeking certified teachers to cover the leave terms. After interviews were completed, the principal recommended placement of John

Clausen in Grade 4, and Judith Egan in middle school language arts. Both teachers are appropriately certified for these assignments and have accepted the positions offered.

The 10/17 regular board meeting will be moved to 10/24 to accommodate teacher negotiations that will occur on the 17th.

K. Rourke left the meeting (8:39 PM)

b. Principal

Mr. Hopkins distributed copies of the “*Pawprints*” newsletter mentioned earlier under communications. He reported on the recent Open Houses held, interdisciplinary approaches in physical education, co-teaching PEEP, and elementary Spanish. A report on CMT’s will be prepared for the 10/24 meeting or shortly thereafter. Copy attached.

K. Rourke returned to the meeting (9:37 PM)

c. Director of Pupil Personnel

Mrs. Hartigan referenced the last report she had provided and reiterated that Ashford has been recognized by the Commissioner of Education for the services provided by special educators, staff and related service providers. Goodwin College and the University of Connecticut have and are actively seeking out internships at Ashford School. All lines within the special education budget for FY 14 have been encumbered and the board will be notified if any changes occur that could potentially put a special education line in deficit. Crisis Prevention Institute training has been provided, and there are now 8 staff members trained in this method of de-escalation and restraint.

d. Cafeteria

K. Samperi, cafeteria manager, provided a brief written report from the cafeteria. In the report, it was noted there is a need for a replacement cafeteria table with an approximate cost of \$1200. This item will be ordered and the funds allocated from within the regular budget.

Old Business

a. Final Review of Monetary Limits for Inclusion in Board Purchasing Policy

This policy was approved on 01/17/2013 pending the setting of monetary purchasing ceilings by the Board of Education following review of similar town related guidelines for purchasing and awarding of contracts.

Motion made by J. Lippert to authorize a limit of \$10,000 in the Purchasing policy wherever the figure of \$7,500 appeared in the pending draft document provided by counsel. Motion seconded by L. Donegan and carried unanimously.

Recording secretary J. Barsaleau informed the board that the school medical advisor has stated that Medical Standing Orders may not be published on the school website as was requested at the last board meeting.

New Business

K. Rourke reported that Region #19’s Depot Campus program offers training to its students through internships and was asked to share this information with the school. Dr. Longo directed her to contact Mr. Hopkins about this program.

Next Meeting Date/Agenda Items

The next meeting date is scheduled for October 3rd. Agenda items include Superintendent Evaluation. There will be a committee meeting preceding the regular meeting at 6:30 PM.


Superintendent Evaluation (Executive Session Anticipated)

Tabled until October 3rd meeting.

Adjournment

Motion to adjourn the meeting (10:36 p.m.) made by L. Donegan, seconded by D. Wesson and carried unanimously.

Respectfully Submitted,


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

September 19, 2013

Ms. Cathryn Silver-Smith
Chair
Ashford Board of Finance
Ashford Town Hall
5 Town Hall Road
Ashford, CT 06278

Dear Ms. Silver-Smith:

I am writing as a follow up to the Ashford Board of Education meeting held on August 15, 2013. You attended that meeting in your capacity as Chair of the Ashford Board of Finance and shared certain correspondence from the Town related to a request for financial reports from the Board of Education to be submitted to the Town of Ashford. In the course of your presentation relative to that request, you expressed concerns that the Board of Education's financial accounting procedures were in some way inaccurate. At the request of the Board of Education, I would like to address the concerns that you raised.

As you know, the Ashford Board of Education has made a significant commitment to, and investment in, Board budget practices and financial controls. The Board believes that its current practices and controls reflect both the applicable legal requirements and the highest standards of accounting practice. In support of its commitment to sound financial management, the Board has retained highly qualified personnel within its business office, including individuals with extensive experience in municipal fund accounting, general accounting practices and internal controls and specialization in payroll and benefits administration. These individuals have additional credentials including but not limited to Bachelors and Masters Degrees in Accounting and certification in payroll administration with oversight provided by a Certified Public Accountant.

These individuals, at the direction of the Superintendent and the Board of Education, have made significant improvements in the fiscal operations and accounting at the school. Such improvements include the implementation of strict financial controls over school assets (2010-present), detailed line item budgeting with backup (2011), a complete overhaul in the processing of purchase orders and payments requiring approvals (2011-13), the implementation of a new payroll system (2013), focused oversight and management of insurance providers (2012-13), automation of the school lunch program (2010) and stronger oversight of the cafeteria's financial records (2013). In addition, within the past year, the Board of Education engaged a Certified Public Accountant to provide oversight and guidance

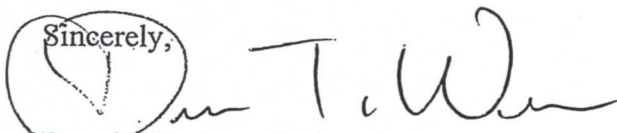
to its business office personnel to ensure compliance with these changes. Based on these efforts, the Board of Education has a high degree of confidence in its business office practices and personnel.

As a result of our efforts in this regard during the past several years, we have enjoyed a more collaborative and transparent financial relationship with the Town, as evidenced by the positive feedback from the Board of Finance during the most recent budget process and fewer audit comments by the independent auditors in their annual audit report to the Town. Given this level of trust, as well as the more collaborative working relationship that we have experienced with the Board of Finance and the Town, the Board and its individual members were surprised by the concerns that you expressed at the August 15, 2013 meeting.

The Board understands that the Town has consulted with the Town Attorney on these matters. The Board also has consulted with its attorney regards these matters. In order to address all of the concerns raised and bring together the legal analysis performed by both parties, the Board suggests that the Town Attorney and the Board's counsel confer and then advise their respective clients on the issues raised and a path forward for the Town and the Board to take corrective action, if and when necessary, and work together on financial issues of mutual concern. This is particularly important given that the next budget cycle will begin soon. Please let me know if you agree, and we will have the Board's counsel contact the Town Attorney to begin that process.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Wesson", written over a circular stamp that contains the word "Sincerely,".

Donald Wesson, Chair
Ashford Board of Education

cc: Dr. James Longo, Superintendent of Schools
Ashford Board of Selectmen c/o First Selectman R. Fletcher

amended
9-19-13

**Ashford Board of Education
Special Meeting Minutes – August 29, 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.

The meeting was called to order at 7:35 pm by Chair D. Wesson. In attendance were members D. Wesson, J. Rupert, K. Warren, K. Rourke, L. Donegan and J. Lippert. Absent was member B. Supina. Others present: Dr. James Longo, Superintendent of Schools and Atty. A. Littlefield, Counsel to the Board of Education.

Discussion Concerning Confidential Attorney Client Privileged Written Communication (Executive Session Anticipated as Permitted Per C.G.S. § 1-200(6))

Motion made by J. Lippert to enter into executive session, non-meeting, for the purpose of discussion of Attorney Client Privileged Written Communication, inviting Dr. Longo and Atty. Littlefield to attend. Motion seconded by K. Rourke and carried unanimously.

Present: D. Wesson, J. Rupert, J. Lippert, K. Warren, K. Rourke, L. Donegan, Dr. J. Longo and Atty. A. Littlefield

The board, Dr. Longo and Atty. Littlefield exited the executive session, non-meeting at 9:58 pm.

Possible Action Regarding Board Budget Procedures and Financial Reporting

There was no action taken

Motion to adjourn (10: 00 pm) made by J. Lippert, seconded by K. Rourke and carried unanimously.

Recorded by:

James Rupert

Ashford Board of Education
Regular Meeting Minutes – September 5, 2013
7:30 p.m.

Amended
9-19-13

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. 19th. CABA sent a flyer to members concerning a Freedom of Information and Social Media workshop on October 16th. 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 19th 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 19th 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 19th, October 3rd and October 17th. Job descriptions will be forwarded to administrators for input and review and sent to the personnel committee by September 27th, 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 19th.

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 11th and 12th; 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 17th 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 17th 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.

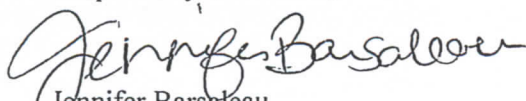
Next Meeting Date/Agenda Items

The next meeting date is scheduled for September 19th. 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

9-19-13

FY 12-13 Object Transfers

<u>Objects Transferred From</u>	<u>Amount</u>	<u>Objects Transferred To</u>	<u>Amount</u>
111	99,462.42	112	88,724.00
		205	1,217.53
		322	1,414.07
		410	7,948.41
		640	158.41
		Total	99,462.42
200	67,865.13	700	37,922.83
		205	29,942.30
		Total	67,865.13
312	4,536.70	340	191.11
			191.11
		1% Fund	3,000.00
		1% Fund	165.00
		1% Fund	1,180.59
			4,345.59
			191.11
		Total	4,536.70
319	51,709.62	1% Fund	51,709.62
		Total	51,709.62
321	14,449.39	1% Fund	14,449.39
		Total	14,449.39
323	3,890.50	340	1,188.65
		640	2,701.85
		Total	3,890.50
324	857.00	540	857.00
		Total	857.00
331	45,313.87	410	45,313.87
		Total	45,313.87
370	100,288.00	540	100,288.00
		Total	100,288.00

9/19/13

<u>Objects Transferred From</u>	<u>Amount</u>	<u>Objects Transferred To</u>	<u>Amount</u>
390	5,652.78	640	<u>5,652.78</u>
		Total	5,652.78
411	87.93	322	84.01
		540	<u>3.92</u>
		Total	87.93
412	24,258.40	322	<u>24,258.40</u>
		Total	24,258.40
420	377.05	540	<u>377.05</u>
		Total	377.05
430	797.86	540	<u>797.86</u>
		Total	797.86
Grand Total	<u><u>\$419,546.65</u></u>		<u><u>\$419,546.65</u></u>

DRAFT

A C T U A L & B U D G E T E D E X P E N S E S & E N C U M B R A N C E

Report Sequence = Fund+Department

Account = 01-1100-111-00000 thru 01-2700-700-00000; Mask = ##-###-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2013 to August 2013

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
ELEMENTARY							
01-1100-111-00000	Elementary Certified Staff	857706.00	35279.25	35279.25	823990.13	(1563.38)	(0.18)
01-1100-111-07100	ARRA Stablization Elemtry Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1100-112-00000	Elementary Paraprofessional	0.00	0.00	0.00	0.00	0.00	0.00
01-1100-112-00010	Regular Ed Paraprofessional	160864.00	689.32	689.32	160174.68	0.00	0.00
01-1100-370-05120	Elem Out of District Tuition	0.00	0.00	0.00	0.00	0.00	0.00
01-1100-410-01000	Elementary General Supplies	3894.00	1834.17	1834.17	(1387.20)	3447.03	88.52
01-1100-410-02000	Elementary Reading Supplies	1169.00	405.74	405.74	(305.76)	1069.02	91.45
01-1100-410-03000	Elementary Math Supplies	4037.00	858.49	858.49	(400.90)	3579.41	88.67
01-1100-410-04000	Elementary Lang Arts Supplies	2630.00	766.70	766.70	(484.32)	2347.62	89.26
01-1100-410-05000	Elementary Health Supplies	844.00	1708.75	1708.75	(1708.75)	844.00	100.00
01-1100-410-06000	Elementary Science Supplies	389.00	0.00	0.00	0.00	389.00	100.00
01-1100-410-07000	Elem Social Studies Supplies	952.00	39.79	39.79	(39.79)	952.00	100.00
01-1100-410-08000	Assessments	433.00	0.00	0.00	0.00	433.00	100.00
01-1100-410-09000	Elementary Art Supplies	112.00	0.00	0.00	0.00	112.00	100.00
01-1100-420-01000	Elementary Supplemental Texts	3900.00	0.00	0.00	0.00	3900.00	100.00
01-1100-420-02000	Elementary Curriculum Upgrade	3273.00	0.00	0.00	0.00	3273.00	100.00
01-1100-420-03000	Elementary Replacement Texts	0.00	0.00	0.00	0.00	0.00	0.00
01-1100-420-04000	Elementary Periodicals	515.00	0.00	0.00	0.00	515.00	100.00
01-1100-540-00000	Elementary Equipment	280.00	3285.97	3285.97	0.00	(3005.97)	(1073.56)
01-1100-540-00013	Elementary Furniture	699.00	0.00	0.00	0.00	699.00	100.00
TOTAL ELEMENTARY		1041697.00	44868.18	44868.18	979838.09	16990.73	1.63
MIDDLE SCHOOL							
01-1101-111-00001	Middle School Certified Staff	752366.00	28913.56	28913.56	723452.44	0.00	0.00
01-1101-111-07102	ARRA Stablization Middle Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1101-112-00000	Middle School Paraprofessional	0.00	0.00	0.00	0.00	0.00	0.00
01-1101-370-02120	RE Homebound Tutoring	0.00	0.00	0.00	0.00	0.00	0.00
01-1101-370-05120	MS Out of District Tuition	7480.00	0.00	0.00	7480.00	0.00	0.00
01-1101-410-01001	Middle School General Supplies	3789.00	3866.10	3866.10	(2948.23)	2871.13	75.78
01-1101-410-02001	Middle School LA Supplies	1149.00	71.44	71.44	(71.44)	1149.00	100.00
01-1101-410-03001	Middle School Math Supplies	2552.00	185.74	185.74	(185.74)	2552.00	100.00
01-1101-410-04001	Middle School Reading Supplies	402.00	177.48	177.48	(177.48)	402.00	100.00
01-1101-410-05001	Middle School Science Supplies	1364.00	0.00	0.00	0.00	1364.00	100.00
01-1101-410-06001	Middle School Social Stud Supp	239.00	61.55	61.55	(61.55)	239.00	100.00
01-1101-410-07001	Middle School Testing Supplies	239.00	0.00	0.00	0.00	239.00	100.00
01-1101-420-01001	Middle School Supplemental Tex	3892.00	0.00	0.00	0.00	3892.00	100.00
01-1101-420-02001	Middle School Reading Texts	0.00	0.00	0.00	0.00	0.00	0.00
01-1101-420-03001	Middle School Periodicals	326.00	0.00	0.00	0.00	326.00	100.00
01-1101-420-04001	Middle School Replacment Text	0.00	0.00	0.00	0.00	0.00	0.00

A C T U A L & B U D G E T E D E X P E N S E S & E N C U M B R A N C E

Report Sequence = Fund+Department

Account = 01-1100-111-00000 thru 01-2700-700-00000; Mask = ##-###-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2013 to August 2013

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-1101-420-05001	Middle School Curriculum Upgra	1630.00	0.00	0.00	0.00	1630.00	100.00
01-1101-540-00001	Middle School Equipment	580.00	0.00	0.00	0.00	580.00	100.00
01-1101-540-00014	Middle School Equip(furniture)	1279.00	0.00	0.00	0.00	1279.00	100.00
TOTAL MIDDLE SCHOOL		777287.00	33275.87	33275.87	727488.00	16523.13	2.13
Remedial							
01-1102-111-02120	Remedial Certified Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1102-370-04120	After School Math Support	0.00	0.00	0.00	0.00	0.00	0.00
01-1102-410-04120	Remedial Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-1102-410-08120	SRBI AT Products	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Remedial		0.00	0.00	0.00	0.00	0.00	0.00
ARTS							
01-1103-111-01003	Art Certified Staff	75349.00	2898.04	2898.04	72450.96	0.00	0.00
01-1103-111-02003	Music Certified Staff	124884.00	4803.23	4803.23	120080.77	0.00	0.00
01-1103-323-02003	Music Instrument Maintenance	600.00	0.00	0.00	0.00	600.00	100.00
01-1103-410-01003	Art Supplies	2000.00	370.25	370.25	0.00	1629.75	81.49
01-1103-410-02003	General Music Supplies	367.00	0.00	0.00	0.00	367.00	100.00
01-1103-410-03003	Choral Supplies	1586.00	26.99	26.99	(26.99)	1586.00	100.00
01-1103-410-04003	Band Supplies	1360.00	264.99	264.99	(40.00)	1135.01	83.46
01-1103-420-00003	Art Textbooks	200.00	0.00	0.00	0.00	200.00	100.00
01-1103-540-01003	Music Equipment	1290.00	746.98	746.98	0.00	543.02	42.09
TOTAL ARTS		207636.00	9110.48	9110.48	192464.74	6060.78	2.92
WORLD LANGUAGE							
01-1104-111-00004	World Language Certified Staff	126099.00	5333.27	5333.27	120765.73	0.00	0.00
01-1104-410-00004	World Language Supplies	650.00	34.17	34.17	(34.17)	650.00	100.00
01-1104-410-06120	ELL Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-1104-420-00004	World Language Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL WORLD LANGUAGE		126749.00	5367.44	5367.44	120731.56	650.00	0.51
Enrichment							
01-1106-111-04120	Enrichment Certified Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1106-410-03120	Enrichment Supplies	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Enrichment		0.00	0.00	0.00	0.00	0.00	0.00

ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund+Department

Account = 01-1100-111-00000 thru 01-2700-700-00000; Mask = ##-###-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2013 to August 2013

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
LIBRARY & MEDIA							
01-1107-112-01007	Library Paraprofessional	25544.00	0.00	0.00	25544.00	0.00	0.00
01-1107-112-02007	Library Consultant	6543.00	1422.40	1422.40	5120.60	0.00	0.00
01-1107-323-01007	Audio Visual Equipment Maint	850.00	0.00	0.00	0.00	850.00	100.00
01-1107-410-01007	Library Supplies	113.00	0.00	0.00	0.00	113.00	100.00
01-1107-410-02007	Library Periodicals	860.00	838.99	838.99	0.00	21.01	2.44
01-1107-410-03007	Library Non-Print Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-1107-430-01007	Library Books Grades K-4	1783.00	0.00	0.00	0.00	1783.00	100.00
01-1107-430-02007	Library Books Grade 5-8	1783.00	0.00	0.00	0.00	1783.00	100.00
01-1107-540-01007	Library Equip/Furniture	3000.00	0.00	0.00	0.00	3000.00	100.00
TOTAL LIBRARY & MEDIA		40476.00	2261.39	2261.39	30664.60	7550.01	18.65
PHYS ED / HEALTH							
01-1109-111-00009	Phys Ed/Health Certified Staff	150448.00	6483.34	6483.34	150448.00	(6483.34)	(4.31)
01-1109-111-07104	ARRA Stablization PE Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1109-323-00009	Phys Ed/Health Equipment Maint	0.00	0.00	0.00	0.00	0.00	0.00
01-1109-410-01009	Phys Ed Supplies	848.00	78.42	78.42	(78.42)	848.00	100.00
01-1109-410-02009	Health Supplies	227.00	0.00	0.00	0.00	227.00	100.00
01-1109-420-00009	Phys Ed/Health Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
01-1109-540-01009	Phys Ed Equipment	1000.00	726.52	726.52	0.00	273.48	27.35
01-1109-540-02009	Health Equipment	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PHYS ED / HEALTH		152523.00	7288.28	7288.28	150369.58	(5134.86)	(3.37)
STUDENT ACTIVITIES							
01-1112-111-01012	Coaches	10202.00	0.00	0.00	10202.00	0.00	0.00
01-1112-111-02012	Program Advisors	6095.00	0.00	0.00	6095.00	0.00	0.00
01-1112-111-03012	Prog Directors & Coordinators	4032.00	0.00	0.00	4032.00	0.00	0.00
01-1112-112-01012	Athletic Officials	3120.00	0.00	0.00	3120.00	0.00	0.00
01-1112-112-02012	Extracurricular	0.00	0.00	0.00	0.00	0.00	0.00
01-1112-112-03012	After Sch Activities Transport	4445.00	0.00	0.00	4445.00	0.00	0.00
01-1112-112-04012	Event Chaperones	2982.00	0.00	0.00	2982.00	0.00	0.00
01-1112-410-01012	Graduation Supplies	1000.00	0.00	0.00	0.00	1000.00	100.00
01-1112-410-02012	Athletic Supplies	700.00	0.00	0.00	0.00	700.00	100.00
01-1112-410-04012	After School Insurance Costs	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL STUDENT ACTIVITIES		32576.00	0.00	0.00	30876.00	1700.00	5.22

A C T U A L & B U D G E T E D E X P E N S E S & E N C U M B R A N C E

Report Sequence = Fund+Department

Account = 01-1100-111-00000 thru 01-2700-700-00000; Mask = ##-####-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2013 to August 2013

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
SPED & SUPPORT SERVICES							
01-1200-111-01120	SpEd Certified Staff	129095.00	9667.10	9667.10	124129.79	(4701.89)	(3.64)
01-1200-111-02120	Remedial Certified Staff	124517.00	4798.73	4798.73	119718.27	0.00	0.00
01-1200-111-03120	Psychologist Certified Staff	123993.00	4619.93	4619.93	119373.07	0.00	0.00
01-1200-111-04120	Enrichment Certified Staff	41938.00	1613.00	1613.00	40325.00	0.00	0.00
01-1200-111-05120	Speech Certified Staff	54065.00	2079.42	2079.42	51985.58	0.00	0.00
01-1200-111-06220	DCF Placement Cert Salaries	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-111-07106	ARRA Stabliztion SpecEd Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-111-07108	ARRA Stabliztion Speech Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-112-01120	Nursing Staff	55007.00	10288.45	10288.45	44718.55	0.00	0.00
01-1200-112-02120	SpEd Paraprofessional	270419.00	1369.03	1369.03	269049.97	0.00	0.00
01-1200-112-03120	SpEd Substitutes	45000.00	0.00	0.00	45000.00	0.00	0.00
01-1200-112-06220	DCF Placement Non-Certified	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-319-01120	Speech Outsourced	40000.00	0.00	0.00	40000.00	0.00	0.00
01-1200-319-02120	Training Seminars	7000.00	495.00	495.00	6505.00	0.00	0.00
01-1200-319-03120	OT Outsourced	60000.00	0.00	0.00	60000.00	0.00	0.00
01-1200-319-04120	Evaluations Outsourced	12000.00	0.00	0.00	12000.00	0.00	0.00
01-1200-319-05120	Physical Therapy Outsourced	10000.00	0.00	0.00	10000.00	0.00	0.00
01-1200-319-06120	Behavioral Therapy Outsourced	40000.00	0.00	0.00	40000.00	0.00	0.00
01-1200-319-07120	Assistive Technology/ACC	5000.00	0.00	0.00	5000.00	0.00	0.00
01-1200-319-08120	Spec Ed Consultant	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-319-09120	Pre-K Screening	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-322-15254	Spec Ed Equip Maintenance	2000.00	0.00	0.00	2000.00	0.00	0.00
01-1200-331-00120	SpEd Transportation	97320.00	56.01	56.01	97263.99	0.00	0.00
01-1200-370-01120	Outplacement Tuition	216820.00	0.00	0.00	216820.00	0.00	0.00
01-1200-370-02120	Homebound Instruction/Tutoring	12800.00	0.00	0.00	12800.00	0.00	0.00
01-1200-370-03120	Extended School Year	35000.00	29018.10	29018.10	5981.90	0.00	0.00
01-1200-370-04120	After School Math Support	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-410-01120	SpEd Instructional Supplies	1745.00	0.00	0.00	1745.00	0.00	0.00
01-1200-410-01130	Gifted Program Supplies	5234.00	1262.00	1262.00	3972.00	0.00	0.00
01-1200-410-01140	CORR Life Skills Supplies	1309.00	0.00	0.00	1309.00	0.00	0.00
01-1200-410-01150	Behavior Support Supplies	872.00	0.00	0.00	872.00	0.00	0.00
01-1200-410-02120	Assessment Supplies	5670.00	0.00	0.00	0.00	5670.00	100.00
01-1200-410-03120	Enrichment Supplies	545.00	0.00	0.00	0.00	545.00	100.00
01-1200-410-04120	Remedial Supplies	304.00	0.00	0.00	0.00	304.00	100.00
01-1200-410-05120	Medical Supplies	2300.00	0.00	0.00	2300.00	0.00	0.00
01-1200-410-06120	ELL Supplies	79.00	0.00	0.00	0.00	79.00	100.00
01-1200-410-07120	SpecEd Software	1090.00	454.00	454.00	636.00	0.00	0.00
01-1200-410-08120	Special Needs Products (SIT)	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-420-00120	SpEd & Support Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-420-00130	Specialized Text (NIMAS)	2380.00	0.00	0.00	2380.00	0.00	0.00
01-1200-540-01120	AT Equipment Rental	5000.00	0.00	0.00	5000.00	0.00	0.00

A C T U A L & B U D G E T E D E X P E N S E S & E N C U M B R A N C E

Report Sequence = Fund+Department

Account = 01-1100-111-00000 thru 01-2700-700-00000; Mask = ##-####-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2013 to August 2013

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-1200-540-02120	Adaptive Equipment	5000.00	0.00	0.00	5000.00	0.00	0.00
01-1200-540-03120	Sp Ed Technology Equipment	5000.00	373.49	373.49	4626.51	0.00	0.00
01-1200-640-00120	SpEd Dues & Fees	750.00	0.00	0.00	750.00	0.00	0.00
TOTAL SPED & SUPPORT SERVICES		1419252.00	66094.26	66094.26	1351261.63	1896.11	0.13
ADMINISTRATIVE							
01-2200-111-01220	Superintendent	65266.00	13273.85	13273.85	51992.15	0.00	0.00
01-2200-111-02220	Principal	115000.00	22788.45	22788.45	92211.55	0.00	0.00
01-2200-111-03220	Special Ed Director	52428.00	10613.45	10613.45	41814.55	0.00	0.00
01-2200-111-04220	Assistant Principal	79770.00	15340.40	15340.40	64429.60	0.00	0.00
01-2200-111-05220	Curriculum Director	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-112-00220	Business Manager	53456.00	0.00	0.00	53456.00	0.00	0.00
01-2200-112-01220	Bookkeeper	93541.00	19519.25	19519.25	74021.75	0.00	0.00
01-2200-112-02220	Superintendent's Secretary	47841.00	10000.00	10000.00	37841.00	0.00	0.00
01-2200-112-03220	Principal's Secretary	47711.00	7864.55	7864.55	39846.45	0.00	0.00
01-2200-112-04220	Substitute Teachers/Paras	65000.00	0.00	0.00	65000.00	0.00	0.00
01-2200-112-05220	Special Ed Secretary	32896.00	6612.10	6612.10	26283.90	0.00	0.00
01-2200-112-06220	Sub calling stipend	3000.00	4120.00	4120.00	0.00	(1120.00)	(37.33)
01-2200-112-07220	BOE Meeting Minutes Stipend	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-200-01220	Medical/Dental Insurance	990293.00	92053.66	92053.66	898239.34	0.00	0.00
01-2200-200-01230	Group Life Insurance	10418.00	780.90	780.90	9637.10	0.00	0.00
01-2200-200-02220	Workers Compensation Insurance	69025.00	15938.00	15938.00	53087.00	0.00	0.00
01-2200-205-01220	Social Security/Medicare Costs	150643.00	13622.81	13622.81	137020.19	0.00	0.00
01-2200-205-02220	Non-Certified Retirement Costs	30131.00	2886.61	2886.61	27244.39	0.00	0.00
01-2200-205-02230	Non-Certified Other Benefits	22243.00	2257.14	2257.14	22243.00	(2257.14)	(10.15)
01-2200-205-03220	Unemployment Compensation Cost	36000.00	9.00	9.00	35991.00	0.00	0.00
01-2200-205-04220	Cert Retirement Healthcare	23827.00	1170.38	1170.38	20921.80	1734.82	7.28
01-2200-205-04230	Certified Other Benefits	21731.00	1292.34	1292.34	20438.66	0.00	0.00
01-2200-205-05220	Vol Retirement Incentive Plan	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-312-01220	Workshop Sub Pay	5000.00	0.00	0.00	5000.00	0.00	0.00
01-2200-312-02220	Teacher Workshops	8000.00	949.00	949.00	7051.00	0.00	0.00
01-2200-312-03220	Curriculum Development	14000.00	5967.50	5967.50	8032.50	0.00	0.00
01-2200-312-04220	District Professional Dev Days	1750.00	0.00	0.00	1750.00	0.00	0.00
01-2200-312-05220	CT TEAM Mentor	2000.00	0.00	0.00	2000.00	0.00	0.00
01-2200-312-06220	AEA Tuition Reimbursement	10000.00	0.00	0.00	10000.00	0.00	0.00
01-2200-312-07220	MEUI Tuition Reimbursement	3000.00	0.00	0.00	3000.00	0.00	0.00
01-2200-312-08220	Curriculum Writing (Math)	7000.00	0.00	0.00	7000.00	0.00	0.00
01-2200-319-01220	Legal	45000.00	2697.00	2697.00	42303.00	0.00	0.00
01-2200-319-02220	Audit	15000.00	0.00	0.00	1500.00	13500.00	90.00
01-2200-319-03220	Data Processing	12500.00	3071.40	3071.40	9428.60	0.00	0.00
01-2200-319-04220	Consultant	32000.00	951.50	951.50	0.00	31048.50	97.03
01-2200-319-05220	Volunteer Screening	600.00	0.00	0.00	0.00	600.00	100.00

A C T U A L & B U D G E T E D E X P E N S E S & E N C U M B R A N C E

Report Sequence = Fund+Department

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Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2013 to August 2013

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-2200-322-00220	Administrative Equipment Maint	500.00	0.00	0.00	0.00	500.00	100.00
01-2200-324-00254	Student Accident Insurance	995.00	995.00	995.00	0.00	0.00	0.00
01-2200-340-01220	Telephone	6500.00	(61.20)	(61.20)	5861.00	700.20	10.77
01-2200-340-02220	Postage	4000.00	185.94	185.94	0.00	3814.06	95.35
01-2200-340-03220	Internet	200.00	0.00	0.00	0.00	200.00	100.00
01-2200-340-04220	Advertising	500.00	480.00	480.00	0.00	20.00	4.00
01-2200-390-01220	Contract Mileage	2000.00	14.66	14.66	0.00	1985.34	99.27
01-2200-390-02220	Printing	500.00	0.00	0.00	0.00	500.00	100.00
01-2200-410-01220	Administrative Office Supplies	3000.00	6.99	6.99	0.00	2993.01	99.77
01-2200-410-02220	Report Cards	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-410-03220	BOE Newsletter	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-410-04220	Copier Paper	6000.00	0.00	0.00	0.00	6000.00	100.00
01-2200-540-01220	Copier Lease	33419.00	3153.49	3153.49	30265.51	0.00	0.00
01-2200-540-02220	Administrative Equip/Furn	181.00	219.99	219.99	0.00	(38.99)	(21.54)
01-2200-640-01120	Character Dev Train & Material	4400.00	0.00	0.00	0.00	4400.00	100.00
01-2200-640-01220	Dues & Fees	7675.00	6064.00	6064.00	0.00	1611.00	20.99
01-2200-640-02220	Board of Education Expenses	1000.00	0.00	0.00	0.00	1000.00	100.00
01-2200-640-03220	Professional Development	9000.00	1647.34	1647.34	0.00	7352.66	81.70
01-2200-640-04220	Principal's Discretionary Fund	800.00	0.00	0.00	0.00	800.00	100.00
01-2200-640-05220	Medical/Screenings	600.00	375.00	375.00	0.00	225.00	37.50
01-2200-640-06220	Credit Card Fees & Interest	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-640-07220	Stop Check Payment Fee	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-700-99999	Miscellaneous	2.00	24745.00	24745.00	0.00	(24743.00)	(*****,**)
01-2200-910-00000	Supplement Appropriation	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATIVE		2247342.00	291605.50	291605.50	1904911.04	50825.46	2.26
PLANT OPERATIONS							
01-2540-112-01254	Custodians	164417.00	24316.70	24316.70	140100.30	0.00	0.00
01-2540-112-02254	Summer Custodians	5258.00	8517.75	8517.75	0.00	(3259.75)	(62.00)
01-2540-112-04254	Custodian Substitutes	5200.00	893.75	893.75	4306.25	0.00	0.00
01-2540-112-05254	Emergency OT	1000.00	0.00	0.00	1000.00	0.00	0.00
01-2540-112-06254	Community	500.00	0.00	0.00	500.00	0.00	0.00
01-2540-321-00000	Plant Utilities	0.00	0.00	0.00	0.00	0.00	0.00
01-2540-321-00254	Plant Utilities	85000.00	10362.20	10362.20	74637.80	0.00	0.00
01-2540-322-01254	Rubbish Removal	8000.00	1713.67	1713.67	6286.33	0.00	0.00
01-2540-322-02254	Asbestos Monitoring	350.00	385.00	385.00	0.00	(35.00)	(10.00)
01-2540-322-03254	Water	11400.00	1979.25	1979.25	9420.75	0.00	0.00
01-2540-322-04254	General Maintenance & Repairs	16000.00	1925.00	1925.00	0.00	14075.00	87.97
01-2540-322-05254	Sanitary System	5000.00	555.00	555.00	0.00	4445.00	88.90
01-2540-322-06254	Fire Equipment	10000.00	1738.00	1738.00	0.00	8262.00	82.62
01-2540-322-07254	Generator Maintenance	6000.00	4410.80	4410.80	(4410.80)	6000.00	100.00
01-2540-322-08254	Boiler	15500.00	3767.30	3767.30	0.00	11732.70	75.69

A C T U A L & B U D G E T E D E X P E N S E S & E N C U M B R A N C E

Report Sequence = Fund+Department

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Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2013 to August 2013

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-2540-322-09254	Grounds Upkeep	3000.00	0.00	0.00	0.00	3000.00	100.00
01-2540-322-10254	Painting	5400.00	0.00	0.00	5400.00	0.00	0.00
01-2540-322-11254	Floor Covering	5000.00	12194.39	12194.39	0.00	(7194.39)	(143.89)
01-2540-322-12254	Roof Maintenance	5000.00	2872.59	2872.59	2127.41	0.00	0.00
01-2540-322-13254	Renovations	0.00	0.00	0.00	0.00	0.00	0.00
01-2540-322-14254	Radon Testing	300.00	0.00	0.00	0.00	300.00	100.00
01-2540-322-15254	HVAC Maintenance	5000.00	11948.20	11948.20	0.00	(6948.20)	(138.96)
01-2540-324-00254	Plant Insurance	21130.00	5282.50	5282.50	15847.50	0.00	0.00
01-2540-410-01254	Plant Floor Supplies	4602.00	3374.56	3374.56	0.00	1227.44	26.67
01-2540-410-02254	Plant Cleaning Supplies	2959.00	703.04	703.04	0.00	2255.96	76.24
01-2540-410-03254	Plant General Supplies	4602.00	169.71	169.71	0.00	4432.29	96.31
01-2540-410-04254	Plant Paper Supplies	7232.00	1943.64	1943.64	0.00	5288.36	73.12
01-2540-410-05254	Plant Lighting Supplies	2630.00	0.00	0.00	0.00	2630.00	100.00
01-2540-410-06254	Plant Tools	6575.00	0.00	0.00	0.00	6575.00	100.00
01-2540-411-00254	Plant Fuel	109798.00	0.00	0.00	109798.00	0.00	0.00
01-2540-540-00254	Plant Equipment	10000.00	5475.45	5475.45	0.00	4524.55	45.25
TOTAL PLANT OPERATIONS		526853.00	104528.50	104528.50	365013.54	57310.96	10.88
TRANSPORTATION							
01-2550-112-01255	Drivers	126301.00	682.50	682.50	125618.50	0.00	0.00
01-2550-112-02255	Transportation Coordinator	14125.00	2819.97	2819.97	11305.03	0.00	0.00
01-2550-112-03255	Mechanic	39269.00	9722.90	9722.90	29546.10	0.00	0.00
01-2550-112-04255	Driver Sick/Personal Leave	10710.00	0.00	0.00	10710.00	0.00	0.00
01-2550-112-05255	Class Trip Transportation	6328.00	0.00	0.00	6328.00	0.00	0.00
01-2550-324-00255	Transportation Insurance	12680.00	5282.50	5282.50	7397.50	0.00	0.00
01-2550-331-01120	Class Trip Tolls & Parking	100.00	0.00	0.00	0.00	100.00	100.00
01-2550-390-01255	Fleet Maintenance	44072.00	5213.41	5213.41	38856.73	1.86	0.00
01-2550-390-02255	Bus Facility Building Usage	3600.00	0.00	0.00	0.00	3600.00	100.00
01-2550-410-02254	Transportation Clean Supplies	150.00	0.00	0.00	0.00	150.00	100.00
01-2550-410-04254	Transportation Paper Supplies	250.00	0.00	0.00	0.00	250.00	100.00
01-2550-412-01255	Diesel	49770.00	9320.04	9320.04	40449.96	0.00	0.00
01-2550-412-02255	Gasoline	18000.00	751.27	751.27	17248.73	0.00	0.00
TOTAL TRANSPORTATION		325355.00	33792.59	33792.59	287460.55	4101.86	1.26
FOOD SERVICES							
01-2560-410-01256	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-2560-410-02256	Manage Breakfast Program	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOOD SERVICES		0.00	0.00	0.00	0.00	0.00	0.00

ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund+Department

Account = 01-1100-111-00000 thru 01-2700-700-00000; Mask = ##-####-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2013 to August 2013

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
TECHNOLOGY							
01-2600-112-01260	Technology Paraprofessional	0.00	1591.63	1591.63	0.00	(1591.63)	0.00
01-2600-112-02260	Technology Consultant	80000.00	8000.00	8000.00	72000.00	0.00	0.00
01-2600-323-02260	Tech Equip Maint	3000.00	0.00	0.00	0.00	3000.00	100.00
01-2600-410-01260	Technology Elementary Supplies	2043.00	3671.37	3671.37	0.00	(1628.37)	(79.70)
01-2600-410-02260	Technology Middle School Suppl	4085.00	1521.38	1521.38	0.00	2563.62	62.76
01-2600-410-03260	Technology Arts Supplies	436.00	0.00	0.00	0.00	436.00	100.00
01-2600-410-04260	Technology Tech Ed Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-2600-410-05260	Technology Library Supplies	1485.00	0.00	0.00	0.00	1485.00	100.00
01-2600-410-06260	Technology SpEd Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-2600-410-07260	Technology Admin Supplies	6258.00	173.74	173.74	0.00	6084.26	97.22
01-2600-410-08260	Technology Subscriptions	27853.00	3417.88	3417.88	0.00	24435.12	87.73
01-2600-540-01260	Technology Elementary Equip	4269.00	52797.42	52797.42	(52099.42)	3571.00	83.65
01-2600-540-02260	Technology Middle School Equip	3025.00	11993.35	11993.35	(11993.35)	3025.00	100.00
01-2600-540-03260	Technology Admin Equip	1480.00	0.00	0.00	0.00	1480.00	100.00
01-2600-540-04260	Technology Tech Ed Equip	0.00	0.00	0.00	0.00	0.00	0.00
01-2600-540-05260	Technology Network Equip	1480.00	4988.00	4988.00	0.00	(3508.00)	(237.03)
01-2600-540-06260	Technology SpEd/Support Equip	1480.00	0.00	0.00	0.00	1480.00	100.00
01-2600-540-08260	Technology Art Equip	1066.00	0.00	0.00	0.00	1066.00	100.00
01-2600-540-09000	Home Depot Rebate Expense	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL TECHNOLOGY	137960.00	88154.77	88154.77	7907.23	41898.00	30.37
01-2700-700-00000	Operating Transfers Out-Cafe	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL General Fund	7035706.00	686347.26	686347.26	6148986.56	200372.18	2.85

*Ashford
Superintendent's Report
J. Longo*

September 19, 2013

BOE Directives to Superintendent Issued at 9/5/13 meeting

To be discussed by the BOE at its (9/19) next meeting:

COMMUNICATION

- Revisit library paraprofessional position vacancy: *I have met with Principal Hopkins and we have a schedule worked out that keeps the media center available the same hours as before. We have been finding ways to cut back on staff to keep our budget under control, and feel that until we can hire a library certified staff member who can teach as well as manage the facility we are best served under the current arrangement.*
- CABE FOI workshop (send an administrator) : *I will be attending this meeting*
- Add approval of 8/29/13 minutes (tabled on 9/5/13) to BOE agenda for 9/19

COMMITTEES/FINANCE

- At conclusion of the meeting agenda: Conduct a Non-Meeting to review Atty. Client privileged memo.
- Following the non-meeting; Executive Session: Superintendent's Evaluation
- Review Job Descriptions with administration and make notes, return to personnel committee, then to unions for final review before approval: *This is in the early stages. We will be prepared next month to share the first draft with the personnel committee.*
- Contact Atty. Bruce Chudwick (Shipman & Goodwin) to ask if he can attend special BOE meeting 9/12 to review memo/communication Atty. Client privilege. *This has been done, and the letter from him is ready for non-meeting discussion tonight.*
- Close FY 13 budget, within \$100 by object, list of transfers. *Darcy finished the transfers and they are now in the hands of the finance committee and Cheryl Miller for approval prior to BOE action.*
- Discuss SpEd budget with Donna Hartigan: *Donna has prepared a report for you regarding the state of her department.*

SECURITY

- Email update to BOE and BOS of security recommendations, what is done and what remains.
 - Finished: *Office move and renovation of two classrooms*
 - In progress: *Camera and entry system*
 - In Progress: *The first selectman is handling the two security doors in the front of the building. We met with the vendor and await scheduling of work.*
 - Uniform key-locking of classrooms is to be completed during our next vacation
 - Shrubs and large trees around the building that could serve as hiding places have been trimmed and removed.
 - Teachers have been instructed to never wedge a door open, and the custodial crew is assigned to go around the building and check routinely.
 - Hallways are clear of pails and other likely places for hiding objects
 - Emergency band radios that our compatible with first responders will be ordered, *pending contact with the fire department concerning specifications.*
 - In process: *Signage, interior and exterior are at the research stage to find best product. Will be ordered in November.*

- Move shed away from building: *Met with Mike Mellady regarding this move, and he will contact the town to seek assistance and discuss scheduling.*
- Cement benches will be ordered once our 1% fund is established following conclusion of the audit.
- Meet with Troy and custodial staff: doors, windows being left open. Ask custodial staff to speak to whomever has left open, if continues, staff member should be written up, could lead to disciplinary action: *We have had this discussion and feel it is all set.*
- No more volleyball equipment in hallway (violation: *Done*)
- Prepare change order list for renovation project: *In process, will be ready for BOE soon*

OTHER

- SOP manual for fleet maintenance: *Meeting with Dan set up as a follow-up to discussions I had with the bus supervisor.*
- Follow up on capitol region council of governments purchasing: *Visited website as a preliminary step, will follow up by e-mail contact.*

Regular Superintendent's Report Items

Budget

- We have met with the Shipman & Goodwin attorney regarding our issues with the town.
- A draft of budget transfers has been completed by Darcy Morgan and is now up for review.

Communication

- At the last BOE meeting I suggested that we would create some documents to communicate some of the progress we have been making instructionally and in terms of environment and school climate at our open house. This was done as a first step in improving our communication with parents. Mr. Hopkins will address this in some detail in his report.

School Safety

- See above list. We expect virtually all of the security inventory's recommendations to be implemented this academic year.

Technology

- We have installed 23 SmartBoards and projectors. We have nine more to do to have every classroom in the school equipped with a fully functioning SmartBoard.
- Our application for the CSDE Technology grant has been submitted and we await the awards list.
- We are adding a LEXIA center of five computers to our media center for teachers to send students to on a rotating basis.

Enrollment

- We have scheduled a region 19 BOE Chair and Superintendent meeting for October 9th to discuss strategies for dealing with regional enrollment decline issues.

Curriculum

- Teachers have been working on their data teams to inform instruction based upon testing results. This is part of my goal to insure that every student has a Personalized Learning Plan (PLP) that can be passed on to subsequent teachers. I am looking for a folder on every teacher's computer with a file for each student that lists all of their test results and has an analysis page that is used to identify that student's unique needs and the instructional plan to meet them.
- I have met with the bus coordinator to plan ways to improve our system and am very pleased with her work and the results. The system is working well and effective through good leadership and dedicated staff.

Administrative Team

- We have been meeting every four days to discuss ways to improve our school, create a positive learning environment and ease tensions around the state's new evaluation requirements as well as our transition to the common core state standards.

Negotiations

- Teacher negotiations are scheduled to begin at 6 PM on October 17th. This has necessitated moving our regular second meeting to October 24th. All are invited to caucus with the team. Or to be on the team.

Maintenance Issues

- We are having our oil tank cleaned this weekend.
- Repaired the Veeder-Root meter. (It is the oil and the oil pressure gauge reader)
- Water Company found a screen in our water filtration system that was faulty and is being replaced this week.
- Pre-K, K woodchips are set for replacement in October
- I have changed custodial hours to accommodate the security and maintenance needs of the school.

Office Staff Meeting

I have established a regular schedule of meetings of the office staff to discuss concerns, needs and any item that might be on the horizon that we must address. Here are some notes from the most recent meeting.

- ED141 and ED001 were filed on 8/30/13 with no errors. During Cheryl Miller's audit of the grants, we realized that an adjustment will need to be made to the ED001 due to Title II and Title III grants that was not spent in full in FY11-12. BOE expenses reported in the ED001 will be reduced by \$2,142.30, which was re-classed to grant funds in previous years. This was approved by Amanda Backhaus, auditor from Mahoney & Sabol, and Cheryl Miller of CLS Services.
- Grant award letters have been received for the following grants and their award amounts:
 - Ø IDEA Part B 611 in the amount of \$110,262
 - Ø IDEA Part B 619 in the amount of \$7,131
 - Ø Readiness in the amount of \$107,000
 - Ø REAP 12/14 in the amount of \$31,780
 - Ø REAP 13/15 in the amount of 40,666
- Business Office Responsibilities have been written to state protocols
- Encumbrances have been actualized for salaries, benefits, all special education accounts, utilities, fuel, fleet maintenance, HVAC and roof maintenance were recorded in BMSI
- Preparing for Workers Comp audit
- Prepared object and line item transfers for review
- All supplies and equipment ordered for FY 12-13 have been received and invoices paid. Outstanding encumbrances have been relieved through the accounts payable process.
- The cafeteria's software has been updated to Quickbooks Pro 2013. Beginning in Sept 2013 The business office will assist Karen Samperi in her bookkeeping functions.
- Accompanied by day-to-day office operations.
- We are sending our lead custodial staff, nurse and bus mechanic to a professional development session devoted to the Globally Harmonized System on October 15th, concerning hazard chemical standards, labeling and classifications.

JOHN E. CLAUSON

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Storrs, CT 06268

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Masters Graduate Seeking Career Opportunities in Education

Dedicated, motivated and detail-orient education professional. Always strive for excellence in the classroom. Effective at developing and implementing teaching plans. Able to identify and meet student needs. Superb communication and interpersonal skills. Great organizational ability. Skilled at prioritizing and goal setting.

EDUCATION

EASTERN CONNECTICUT STATE UNIVERSITY, Willimantic, CT
Masters in Elementary Education with Certification 2011
B.S. Mathematics 2009

RELEVANT EMPLOYMENT EXPERIENCE

Coventry Public Schools

May 2012 - June 2012

Grade 3 Long-Term Substitute

- Planned and taught daily lessons in reading, writing, mathematics, and science.
- Worked with Grade level teachers to discuss student data.

Mansfield Public Schools, Mansfield, CT

Coventry Public Schools, Coventry, CT

Dec. 2011- May 2012

Substitute Teacher

- Taught planned lessons
- Assisted school staff when needed

School Age Childcare Programs of Northeast Connecticut (SACCNE)

2005-2012

Annie Vinton Elementary School, Mansfield, CT

Head Teacher (2006-Present)

- Plan daily program activities including games and crafts
- Liaison between host school, principal, teachers and staff
- Bought program supplies and snacks

Teacher Assistant (2005-2006)

- Assisted teacher with daily activities
- Communicated progress daily with students, parents and staff

G.H. Robertson Intermediate School, Coventry CT

2011 & 2009

Student Teacher/Intern

- Taught fourth grade classroom
- Worked with fourth grade class for 45 hours as part of college curriculum

Highland Park Elementary School, Manchester, CT

2010

Intern

- Worked with a third grade class for 45 hours
- Made several return visits throughout the year
- Taught math lesson

JUDITH V. EGAN

75 Jarvis Road, Manchester, CT 06040; phone: 860-533-9520/ email: jvegan316@aol.com

EDUCATION

Completed all Modules of Teacher Education & Mentorship (TEAM) Program – November 2012

Alternate Route to Certification—Summer 2007 - Certification: English 7-12

- Student teaching assignment: East Hartford High School
- Recipient of ETS Praxis II Recognition of Excellence certificate for scoring in the top 15% in English Language, Literature, & Composition - Content Knowledge

Master of Arts— Spring 2004 – English - Trinity College, Hartford, Connecticut

- Recipient of The Paul Smith Distinguished Thesis Award
- Master's Thesis: "Charles W. Chesnutt's 'Disinherited Knights' Breaking the Code of (White) Chivalry"

Bachelor of Arts – 1990- English Major/ Women's Studies Minor - Trinity College, Hartford, Connecticut

- GPA: 3.66 / Class Rank: 24/447; graduated with Honors in my major
- Senior Research Thesis—"Pathways to Freedom: Dynamics for Survival for Female Slaves" - Grade A

PROFESSIONAL EXPERIENCE

December 2010 – Present:

English Teacher, Tolland High School, 1 Eagle Hill Road, Tolland, CT 06084

- Teach freshman and sophomore English classes
- Honor Society Committee Member (2011-present)
- NEASC Assessment Committee - Co-Chair (2012-2014)
- "Names" - Nat'l Defamation League Anti-Bullying Facilitator (2012-present)

May 2009 – December 2010:

Professor of English, Goodwin College, One Riverside Drive, East Hartford, CT 06118

- Teach a variety of college-level and foundational English courses on weekends
- Curriculum and course outlines cover reading, language skills, essay development and literary analysis
- Received a student evaluation score of 4 out of a possible 4 points
- Proficient in use and integration of technology in class management and instruction

September 2005-October 2010:

Associate Instructor, Capitol Region Education Council, 111 Charter Oak Avenue, Hartford, CT 06106

- Co-teach and assist English & humanities classes for 10th, 11th, and 12th grade students at Plainville High School
- Provide tutorial assistance for Special Education students in mainstream English classes
- Act as liaison between Regular Education teachers and Special Education case managers
- Organize impromptu study sessions with Special and Regular Education students

September 2001 – September 2005:

Paraprofessional & Tutor in Special Education, Tolland High School, 1 Eagle Hill Road, Tolland, CT 06084

- Assisted Special Education students in Regular Education English, history, art, and music classes
- Provided academic support in Tutorial setting for emotionally, socially or learning disabled students
- Directed students in time management, teamwork, organizational and study skills development
- Assisted students with the research and writing of academic papers

January 2000 – October 2001:

Community Relations Manager, Barnes & Noble Bookstore, 175 Glastonbury Blvd., Glastonbury, CT 06033

- Planned, scheduled and facilitated events including book signings, book discussion groups, and writing workshops
- Acted as liaison to community for charitable donations
- Acted as liaison to media for publicity around events
- Composed and published monthly event calendar

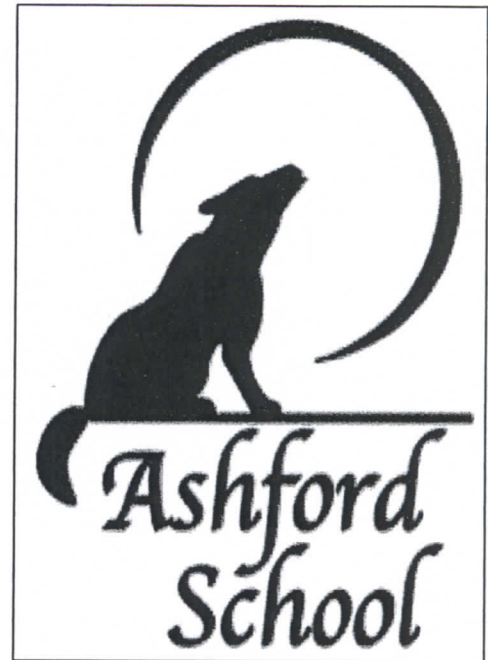
June 1996 – August 1999:

Visitor Services Coordinator, Wadsworth Atheneum, 600 Main Street, Hartford, CT 06103

- Hosted, staffed and promoted special events/ new exhibits
- Recruited, managed, trained, and scheduled paid and volunteer staff

PAW PRINTS

September 2013



From the Superintendent

We are excited about the opening of the 2013-2014 academic year, and you will discover how many positive and valuable things are happening at Ashford School as you read through this newsletter put together for you by our principal, Mr. Troy Hopkins. The administrative team, principal Mr. Hopkins, assistant principal Mrs. Ford, special education director, Mrs. Hartigan and myself have worked together as leaders to see that Ashford School continues on a path to excellence, and that everyone on the school staff values their role in making our school the best place that it can be for your children to learn. Our staff has risen to the occasion, and is doing wonderful things in their respective roles to contribute to the learning environment. We have been the recipients of exceptional financial support by the community, and have used that support to build an exceptional learning environment for the students of Ashford.

In this newsletter principal Hopkins will introduce you to most of the major initiatives taking place this year at Ashford School, and will let you know just how everyone is doing their part to make it all work. However comprehensive this list appears to be, it only introduces the major initiatives, and does not begin to address the many teacher-initiated improvements that are being introduced this year.

Success at Ashford School is built upon the five pillars that must be strong to insure educational success. They are, the community, the family, the school community, the teacher, and the student. If these

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five pillars are strong, and all supporting the same goal, we cannot fail. I can promise you that everyone at Ashford School is there for you and your children. Facilitating learning is our goal, and failure is not an option.

Your children's safety has been at the forefront of our minds, and the focus of many activities over the past several months. First, we convened a community committee that was comprised of selectmen, board of finance, board of education, first responders, administrators, faculty, staff, and community members that focused upon ways to make our school safer. We then brought in a group from the Connecticut State Department of Public Safety that was led by troopers from our local Troop C. This all resulted in a study that generated a list of things that could be done to make our school safer. We intend to do all of the items on this list before the year is over.

Once again, I am delighted with the work being done by Mr. Hopkins, Mrs. Ford, Mrs. Hartigan and all of our faculty and staff. You will find as you read this newsletter that it is amazing what is going on at Ashford School this year. It is a joy to be part of this outstanding educational community! Feel free to visit or contact me if you have any question, concerns, or ideas that could contribute to our school's success. I wish you and your children a great year.

From the Principal

Is your child coming home excited about school? We hope so. Why is Ashford School such an exceptional place to learn? Many reasons!

We are focusing on individual growth for all this year. Our motto is WOLF – **We Optimize Learning For All**. The "All" refers to all students and all adults. Our new educator evaluation is how we will ensure growth of our teachers. Our Theory of Action lays out our general strategy for student growth and school improvement. This statement was created after we studied input from parents, students, and staff.

Ashford School - Theory of Action:

If we collaborate in creating a positive learning community that is respectful of and responsive to student differences, celebrates effort and growth, and provides a challenging curriculum that promotes creativity through student directed, interdisciplinary, technology-accelerated learning, then all students will grow personally building a solid foundation of skills and enthusiasm for future learning.

On the next pages of this newsletter you can read about several ways that we are planning to implement our Theory of Action and make Ashford School the best school on the planet. Our dedicated, enthusiastic staff members believe we can accomplish this through focused, collaborative work. This is just a sampling of our incredible initiatives.

By reallocating resources, we added the position of assistant principal, assumed by Mrs. Ford. Having served as a special education teacher for several years and administrative intern last year, Mrs. Ford brings valuable knowledge and skill to the administrative team. Many of Mrs. Ford's efforts will be concentrated on the creation of a positive learning community that is respectful of student differences.

The **Physical Environment** has changed for the better. As you walk into the front entrance you may feel a sense of open space created by the lighter color floor tiles and paint on the walls. We switched a few classrooms with district level offices (superintendent, business, and pupil services) bringing classrooms together for increased collaboration and improved safety. Regarding safety, we will soon be installing new locks on doors as well as a series of cameras at specific locations. In addition, we have a few new procedures that increase safety. We are asking all adults to sign in and wear a visitor lanyard while in the school building. Also, we have moved the bus dismissal to the front of the school for closer monitoring.

Our teachers are creating **positive learning environments** within their classrooms in many ways. Students in kindergarten through grade 6 are participating in **Morning Meetings**, which are designed for students to develop a sense of belonging as well as an appreciation for the differences of other students. In addition, teachers are using a **Take-A-Break** procedure within the classroom in order to remind students of classroom expectations that when followed increase student learning. All teachers and paraprofessionals are now trained in **Collaborative Problem Solving**, a conversation in which students gain some independence in solving problems that may arise with inappropriate behavior. Teachers are observing their students at recess to be directly aware of how children are using social skills in less structured settings. All teachers are striving to accomplish the following goal:

- *Promote student engagement, independence and interdependence in learning by creating a positive learning environment that is responsive to and respectful of the learning needs of students.*

Whether struggling with reading, math, or behavior, the effective remedy is often different for each student. Therefore, "fair" is **not** doing the same thing for everyone. Rather, "fair" is doing different things so each student gets what he/she needs to improve. This is what we mean by "responsive to the learning needs of students".

Embedded in our new 4-day schedule, we have **Collaborative Team Meetings** at each grade level and specials area. One of the most important tasks of these regular meetings is being responsive to the learning needs of students. Each Collaborative Team has a trained Data Team Coach who will guide the team in their work. The work of collaborative teams will take place in our new Professional Development room in the media center. This room is becoming a resource center for teacher learning. Besides planning high quality initial instruction, teachers will use these meetings to analyze the strengths and weaknesses of student work and plan specific re-teaching strategies that target areas of individual need. In addition, teachers will plan extension lessons to further challenge students to learn more. Our new schedule has time built in so that

students can participate in these interventions and enrichments without missing out on other learning opportunities.

We made a significant change for students in grades 5 and 6 this year. In grade 5, students have one main teacher for reading and math, and rotate to two other fifth grade teachers for other subjects. Mrs. Belliveau teaches writing, Mrs. Burnham teaches science, and Mr. Horn teaches social studies. In grade 6, due to a smaller number of students, two teachers, Ms. Compton and Mr. Young, are splitting all the academic instruction. Due to the relationship needs of 10 and 11 year olds, we believe that this arrangement will increase student learning. We are already seeing signs that this is happening.

All teachers are striving to meet the following instructional goal:

- *Engage students in rigorous, relevant learning and promote their curiosity about the world at large by leading them to construct new learning through the use of active learning strategies, including the use of technology to accelerate learning.*

We are closely examining **how students spend time in their classes**. Teachers will be working hard to ensure students are engaged in learning tasks resulting in high-level thinking and learning. Research shows that students can learn best by teaching others, therefore we should definitely be providing students opportunities to teach. While this can take on many forms, simply having students explain their learning to their peers is a highly effective instructional strategy. Every classroom will soon have an interactive whiteboard as well as a document camera. Both of these devices can be used to accelerate student learning.

In order to support teachers in integrating instructional technology into regular classroom practice, Mrs. Lindsay is offering to share her experience and knowledge. Mrs. Lindsay will be co-teaching lessons and using technology with an emphasis on increasing literacy skills. We also intend to use technology in order to interact with classrooms across the nation and globe. It will be exciting to see the amazing things that our teachers will do with technology this year!

Another way in which we are helping students see the relevance in their learning is through interdisciplinary connections. In grades 1 and 2, Mrs. Porri (music), and Mrs. Dockendorff (art) will be collaborating with teachers during reading. Mr. Phelps (physical education) is co-teaching interdisciplinary fitness lessons with the third grade teachers for all third grade students. Mrs. Hardisty is doing the same in the fourth grade. Our new elementary Spanish teacher, Mrs. Aubrey, is co-teaching in all third and fourth grade classrooms during reading. This is in addition to the co-taught Spanish lessons at these grades. She is also co-teaching Spanish lessons in fifth and sixth grade.

Another new faculty member, Miss Salisbury, is co-teaching in middle school math classes, as well as providing small group instruction. Mrs. Cunningham, ELA specialist, is co-teaching in Reading, Writing, and Social Studies classrooms, as well as offering students additional opportunities to fine tune their literacy skills. In grades 1-4, our

reading specialist Mrs. Makuch, and math specialist, Mrs. Dimmock, are overseeing the skill development of all students, conducting specific interventions with selected students, and guiding classroom teachers in collaborative team meetings. As you can see, we are dramatically increasing how we work together for the benefit of all students.

We are very aware that we have a responsibility to develop well-rounded learners who have opportunities to improve not only academic and social skills, but physical skills as well. Our physical education teachers, Mrs. Hardisty and Mr. Phelps are collaborating with district consultants to develop a Physical Education Enhancement Program (PEEP) in which selected students will be offered the opportunity to work on coordination and skills. This year, students in grade K-2 will continue to be able to participate in mileage club, in which students earn feet charms for completion of running distances at recess. We hope to expand mileage club into the older grades.

While teachers are looking for ways for students to buy into, or own, their learning in all classrooms, we have an opportunity for even more student choice during the last period of the day for students in grades 5 through 8. We created these choices to have structured learning opportunities for students who are not in musical ensembles. We are calling this time **Individual Instruction**. Students choose an area of study, set learning goals, develop a learning plan and decide on a culminating display, presentation, or performance. Here are just a few areas of study offered: Community Service, Muscle Health, STEM (Science, Technology, Engineering, Mathematics), Ashford Magazine, Presentation Technology, Study Hall, and Open Art Studio. For students in grades 6-8, these learning opportunities will be described in their Student Success Plans that follow them through high school. The STEM concept has already sprouted into a STEM-based seventh grade homeroom and additional learning opportunities during lunch times.

As stated previously, our new schedule allows for interdisciplinary instruction, intervention and enrichment opportunities, as well as collaborative team meetings necessary to optimize learning for all. Please also realize that the schedule structure in grades 5-8 is quite similar to the schedule of E.O. Smith High School, where every academic class meets on a certain day and then two classes rotate out on the following days allowing for extended instructional time in the other classes.

Upon analyzing survey data from parents, students and staff we developed these additional goals:

- *Increase family communication of academic and social learning expectations and individual student progress in all areas of the curriculum and school day.*
- *Develop and implement additional opportunities to celebrate the personal effort and growth of each student at the classroom and school levels.*

The **School-Family Compact**, developed by a PTO committee consisting of parents and teachers, is just one way we are increasing communication. This compact is a suggested

agreement on how families and the school can work together. It also allows students to set a personal learning goal that can then become a topic of conversation during parent conferences in November. Please notice that on the back of these compact brochures is a list of home practices that can help ensure students are ready for optimum learning at school. We will be working on ways to increase school-family collaboration. Also, please know that we will be developing ways to further recognize student effort and growth.

One of the major ways that we will continue to improve Ashford School is through teacher leadership. Several faculty members serve as committee chairs, have run professional development workshops for staff, or lead in other ways. Just like students in a classroom, we view our faculty as a community of learners, who learn best by being self-directed learners and teaching others. We hope that our interactions as a staff model the ideal learning environment for the classroom.

We are establishing relationships with Eastern Connecticut State University and the University of Connecticut so we can become an invaluable **training site for future educators**. We are looking to have more interns and student teachers join our learning community and benefit from the guidance of our quality faculty. Did you know that ten of our Ashford School teachers are fully trained to be mentors to new teachers and serve as cooperating teachers working with student teachers?

Ashford School is a dynamic learning organization. We Optimize Learning For All!!!

Please email me at thopkins@ashfordct.org with your thoughts and ideas.

Future Changes to State Testing

As you may be aware, the CMT (Connecticut Mastery Tests) are going to be replaced by the **Smarter Balance Assessments in 2014-2015**. So, we have one more year of the CMTs. CMTs and the Smarter Balanced Assessments are for students in grades 3-8. All Connecticut Schools are in curriculum transition because the new assessments will be based on the **CCSS (Common Core State Standards)**, while the CMT is not aligned to CCSS. We recently acquired CCSS-aligned reading materials for Kindergarten through grade 3, the grades at which students learn to read. We will continue our search and development of CCSS-aligned teaching resources and begin the process of writing a CCSS-aligned curriculum in math and ELA. All of our work in collaborative team meetings is centered on students meeting skills of the CCSS. If you are interested in learning more about CCSS, please see the PowerPoint presentation on our main webpage.

Pupil Personnel Director's Report to the Board of Education September 19, 2013

Positive Experiences for All

Our department is very fortunate to have such highly qualified related service staff. They are all in high demand and recognized by higher education institutions in the area for their extensive training and skills. During the school year both our certified district related service staff and our contracted related service staff will provide professional training experiences for students specializing in specific fields attending the University of Connecticut and Goodwin College. Ms. Marina Brand, School Psychologist for grades 4-8 will again provide an opportunity for UCONN school psychology graduate students to observe, evaluate and support students during this school year. Her involvement and willingness to share her knowledge and experiences has made her a popular placement for students in this field. Dr. Deborah Bubela, who provides Physical Therapy (PT) services for students requiring it and is a PT Professor, will again provide learning opportunities for UCONN graduate students in PT considering pediatric services after graduation. This ongoing collaboration over the last three years has convinced several to specialize in working with children. Amy Vasington, SLP, providing Speech and Language services to our middle school students will mentor two speech and language graduate students as they work with our students. This supervised experience has been positive for middle students receiving services as well as provided an opportunity for practice and growth for new SLPs. Ms. Vasington's willingness to mentor is key to insuring the current shortage in this key service area is eliminated. This year, Michele Fesenmeyer, OTR providing Occupational Therapy services for the district has been contacted by Goodwin College to provide a learning opportunity for a student studying to be a certified occupational therapy assistant.

Building a Base of Support:

We continue to analyze student needs related to access to the general education curriculum. Our focus has been those student who are identified for services as well as those students who are struggling and could be referred. Our analysis has resulted in the purchase of assistive technology software focused on supporting reading and writing. In the area of Reading, the software purchased allows students to participate in the following way:

- **Start-To-Finish On-Line Accessible Library** - age-appropriate, narrative chapter books written at two readability levels available on district's website
- **Snap & Read Extension** - software that brings reading accessibility to the Chrome web browser by selecting text on screen the program reads the text aloud.
- **Read:OutLoud** - text-to-speech software program, an easy to use text reader that provides access to electronic books

In the area of Writing, the software purchased allows student to participate in the following way:

- **Co:Writer** - word prediction software tool used for over 20 years to help student write better with proper spelling, grammar and vocabulary
- **Write:OutLoud** - simple word prediction software that provides real-time auditory feedback with talking spell checker, homophone checker and dictionary

All software was purchased with an unlimited license which allows us to provide copies for home use for qualifying students. Additionally, we have analyzed the required book lists for grades 3-8 and determined which of the texts can be purchased on CD and which books are available through I-Book. The ones that could be purchased on CD have been purchased. We are currently awaiting a system upgrade from Apple so that e-books available from I-Books can be read by our Read:OutLoud software program. When this occurs we will place an order for e-books to support the literature in grades 3-8.

Respectfully submitted,



Donna A. Hartigan
Director of Pupil Personnel Services

Ashford Public Schools
Food Service Department
440 Westford Rd.
Ashford, Connecticut, 06268



Ashford Food Service Department 9/19/13

Cafeteria Update

- 1) The Ashford School cafeteria has had a very successful start to the new school year. Starting the first day of school we have been serving breakfast and lunch to approximately 241 students each day. The new lunch schedule seems to be running smoothly for the students and the kitchen staff as well.
- 2) Tracy Campbell and I have both passed our ServSafe exam back in May 2013 this fulfills the requirement to have two people in the kitchen certified in safe food handling.
- 3) We currently have a staff of four people working in the Ashford kitchen and are working hard not to exceed more than five hours a day for the three part-timers, with this new work schedule we are hoping to be self supporting once again.
- 4) It was recently brought to my attention that we have a broken cafeteria table that was not repairable. I've looked into the cost of a replacement of the same size and found it is approximately \$1200.00 each. The cafeteria tables are used by the school and town alike for many functions and will need to be replaced as needed.

Sincerely, Karen Samperi

Ashford Board of Education
Ashford, Connecticut

Series 3000
Business

9/19/13
revise
& add to
manual

PURCHASING

I. COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process ^{10,000 per BOE} [\$7,500 or amount set by the Board of Education] or More)

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of [\$7,500 or amount set by the Board of Education] or more must be made by sealed competitive bid. As set forth below, such purchases in the amount of at least [\$7,500 or amount set by the Board of Education], but less than [\$20,000 or amount set by the Board of Education], may be awarded by the Superintendent or his/her designee. Such purchases in the amount of [\$20,000 or amount set by the Board of Education] or more must be awarded by the Board.

General Services include all services which result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).

B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a draft contract whenever possible.

The Superintendent of Schools or his/her designee shall develop the proposed bid specifications and other bid documents.

C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent of Schools or his/her designee at least once in a daily newspaper in the Town of Ashford. At least five (5) calendar days must intervene between the date of the last newspaper publication and

the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

D. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent of Schools or his/her designee in sealed envelopes and show on the face of the envelopes the bid number, the title of the bid and the bidder's name. All envelopes will be date stamped as received.

All bids shall be opened in public and read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent of Schools or his/her designee will tabulate and analyze the bids. For contracts of at least [\$7,500 or amount set by the Board of Education], but less than [\$20,000 or amount set by the Board of Education], the Superintendent shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below. For contracts of [\$20,000 or amount set by the Board of Education] or more, the Board shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below.

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

E. Bid Security

When, in the judgment of the Superintendent of Schools or his/her designee, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid advertisement. All security presented must show the "Town of Ashford" as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder").

In determining the Lowest Responsible Qualified Bidder the following criteria will be considered, as applicable:

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.
- (2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery or completion time.
- (5) Cost.
- (6) Involvement in litigation.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Lowest Responsible Qualified Bidder, and one of the bidders has its principal place of business located within the Town of Ashford, the award will be made to the local bidder.

G. Rejection Of Bids

The Superintendent of Schools or his/her designee has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids and unexplained erasures. The Superintendent of Schools or his/her designee retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Superintendent of Schools or his/her designee to reject any and all bids.

H. Advisement Of Bid Award

Upon acceptance of the Lowest Responsible Qualified Bidder, a letter will be sent to the successful bidder(s) announcing the award of the bid. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

II. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$1,000 but less than [\$7,500 or amount set by the Board of Education]. Purchases of goods or services which involve an expenditure of less than \$1,000 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section IV.)

B. Process For Obtaining Quotations

Generally quotations, either oral or written, should be solicited by the Superintendent of Schools or his/her designee from at least three (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent of Schools or his/her designee may send requests to a limited number of selected vendors. However, vendors must furnish all of the necessary information to the Superintendent of Schools or his/her designee by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements.

III. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services may be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Special or Professional Services involve the furnishing of judgment, expertise, advice or effort by persons other than Board employees, and not involving the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services, special education evaluations, interpreters, tutors, computer programmers, architects, auditors, attorneys, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical. Waivers from the proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section IV.) Funds must be available in the proper account in order to begin development of a Request for Proposals ("RFP").

10k
Purchases of Special or Professional Services that are expected to be less than [~~\$7,500~~ or amount set by the Board of Education] shall be made directly by the Superintendent of Schools or his/her designee, without regard to a competitive proposal process.

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B. Informal Competitive Proposal Process (~~\$7,500~~ to \$19,999 [or range set by the Board of Education])

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Purchases of Special or Professional Services for at least [~~\$7,500~~ or amount set by the Board of Education] but less than [\$20,000 or amount set by the Board of Education] shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall award the contract to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

C. Formal Competitive Proposal Process ([~~\$20,000~~ or amount set by the Board of Education] or more)

Request for Proposals for Purchases of Special or Professional Services for [~~\$20,000~~ or amount set by the Board of Education] or more shall be prepared by the Superintendent or his/her designee. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a draft contract whenever possible. The award of any such contracts for [~~\$20,000~~ or amount set by the Board of Education] or more shall be approved by the Board.

The Superintendent of Schools or his/her designee will arrange to have a legal notice requesting proposals published in a local newspaper at least ten (10) business days prior to the deadline for submitting proposals. Whenever the Superintendent or his/her designee determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such newspaper notice. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall

qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals will be made by the Superintendent of Schools or his/her designee. The contract shall be awarded to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

IV. WAIVERS

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The formal processes may be waived for any of the following reasons:

- (1) Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.
- (3) In the opinion of the Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "school building projects" as defined in the Connecticut General Statutes.
- (7) Regional or cooperative purchases.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent of Schools or his/her designee. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent of Schools or his/her designee will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent of Schools or his/her designee, in his/her sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent of Schools or his/her designee must, in writing, state the reason(s) for granting such Waiver.

V. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this manual.

Approved by the Ashford Board of Education: *TENTATIVE January 17, 2013

**Policy will receive its final approval date by the BOE pending completion of a review of the content of this policy and Town guidelines to ensure consistency of application.*

