

Ashford Board of Education  
Ashford, Connecticut

Meeting Agenda  
October 16, 2014  
**7:30 pm**  
Ashford School  
**District Office Conference Room**

1. Call To Order
2. Persons to be Heard
3. Communications
4. Approval of Minutes: 10/02/2014; 10/09/2014
5. Administrative Reports (Superintendent, Principal, Director of Pupil Personnel, Cafeteria)
  - a. Review Financial Reports/Quarterly Budget Transfer (per BOE policy)
6. Old Business
  - a. Final Reading of Amended Policies (Bullying Prevention; Safe School Climate Plan; Student Discipline)
7. New Business
  - a. Non-Certified Staff Appointment
8. Next Meeting Date/Agenda Items
9. Superintendent Evaluation (Executive Session Anticipated)
10. Adjournment

**Ashford Board of Education Goals**

The Ashford Board shall:

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

*All meetings, conferences, programs and activities at Ashford School are available, without discrimination, to individuals with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the American with Disabilities Act. Individuals with disabilities requesting relocation of this meeting should call the Superintendent at 429-1927 or e-mail a request to [jplongo@ashfordct.org](mailto:jplongo@ashfordct.org) not later than 2 working days prior to the meeting. Hearing impaired individuals may communicate their request for accommodations by using the e-mail address above, or calling the State of CT TDD relay service (800) 842-2880 or the national relay service number (800) 855-2880.*

Enclosures: Minutes 10/02/2014 (special and regular); 10/09/2014 – special; Admin. Reports, Financial Reports; Resume

10/07/14

**BOARD OF EDUCATION**

*Elected*

The following ordinance was passed at a referendum held November 10, 1983, pursuant to section 9-205 of the Connecticut General Statutes to change the number of members to the Board of Education from six (6) to seven (7). The town shall then elect four (4) members of such board to hold office for four (4) years, each from such date of election, and at each town election thereafter, shall elect members of such board in place of the members whose terms expire, each for a term of four (4) years from the date of election. At the biennial town election next following such action, the terms of office of the members of such board then in office shall expire.

<u>Name/Address:</u>	<u>D,R,U</u>	<u>Term:</u>	<u>Elected:</u>
Lisa McAdam Donegan 48 Ashford Lake Dr.	D	11/08/2011-11/03/2015 Cell 377-6996 (H) 429-0554	11/08/2011
Kay M. Warren 31 Amidon Dr.	R	11/08/2011-11/03/2015 (H) 487-3744 Cell 428-1365	11/08/2011
Donald T. Wesson, Jr. 31 Horse Hill Rd	D	11/08/2011-11/03/2015 (H) 429-1391 Cell 218-5073	11/08/2011
James Michael Rupert, chair 233 Westford Rd.	R	11/05/2013-11/07/2017 (H) 429-7765 Cell 208-2304	11/05/2013
Jennifer Lynn Mozeiko 88 Ashford Lake Drive	U	11/08/2011 – 11/03/2015	10/02/2014
Kimberley Anne Rourke 24 Axe Factory Rd	D	11/05/2013-11/07/2017 (H) 429-3974 Cell 268-6084	11/05/2013
John Ernest Lippert 101 Bicknell Rd	D	11/05/2013-11/07/2017 (H) 429- 9199 Cell 450-9204	11/05/2013

**TOWN OF ASHFORD**  
**Office of the Town Clerk**  
**5 Town Hall Road**  
**Ashford, CT 06278**

**Sherri L. Mutch, CMC**  
Town Clerk

**Karen M. Zulick**  
Asst. Town Clerk

**Beverly G. Ference, CCTC**  
Asst. Town Clerk

**phone: 860-487-4401**

**fax: 860-487-4431**

**e-mail: [smutch@ashfordtownhall.org](mailto:smutch@ashfordtownhall.org)**

October 7, 2014

To: Chairpersons of All Boards & Commissions

**Re: 1. Filing Annual Meeting Schedules**  
**2. Meeting Filing Deadlines for Agendas & Minutes**  
**3. Clarification of FOI e-mail Rules**

**1. Filing Annual Meeting Schedules:**

Per C.G.S. 1-225, each Board/Commission chairperson or secretary is responsible for filing a yearly schedule of regular meetings for the ensuing year with the Town Clerk.

Meeting schedules must be filed no later than January 31<sup>st</sup>. No public agency may hold a meeting within thirty days after this schedule has been filed, THEREFORE, Town Counsel has suggested that meeting schedules should be returned by December 1<sup>st</sup> in order for meetings in January to be legal.

If you do not file a schedule with the Town Clerk, all your meetings will have to be special rather than regular. Town Counsel has stressed that the legal requirements for scheduling and holding special meetings are more stringent than those for regular meetings, including delivery by mail of written notice more than 24 hours before the special meeting. Also, no other business may be undertaken at a special meeting except that stated in the notice (no changes to the agenda).

Be sure to include on your yearly regular meeting schedule the day of the week, date, time and location (including room #!) of your meetings. You must consult with Christine regarding room availability.

Per C.G.S. 1-230, "If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day."

## **Holidays Closings 2015**

New Year's Day	Friday, January 2, 2015
Martin Luther King's Day	Monday, January 19, 2015
Presidents' Day	Monday, February 16, 2015
Good Friday	Friday, April 3, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015
Labor Day	Monday, September 7, 2015
Columbus Day	Monday, October 12, 2015
Veterans' Day	Wednesday, November 11, 2015
Thanksgiving	Friday, November 27, 2015
Christmas	Friday, December 25, 2015
	Monday, December 28, 2015

Town Offices are closed on Thursdays.

Holidays that fall on a Thursday or a weekend will be celebrated on the preceding or following day, per union contract.

## **2. Meeting Filing Deadlines for Agendas & Minutes:**

Attached to this reminder notice you will find a Notice of Meetings "cheat-sheet" from F.O.I. **Please refer to this for your various filing deadlines!** Agendas must be filed in the town clerk's office at least 24 hours before a regular or special meeting. Record of votes (including how each member voted) must be filed within 48 hours of a meeting. Minutes must be filed within 7 calendar days (regular), 7 business days (special), or 72 hours (emergency).

Per C.G.S. 1-225 (g), "In determining the time within which or by when a notice, agenda, record of votes or minutes ...are required to be filed...Saturdays, Sundays, legal holidays, and any day on which the office of the [town] clerk is closed, shall be excluded."

If you need to cancel a meeting, send a written notice of cancellation and we will post it.

## **3. Clarification of FOI e-mail Rules:**

- Posting agendas, minutes and yearly regular meeting schedules on the town's website is no longer mandatory, per Tom Hennick of FOI. There is *one* exception: special notices/agendas must be posted on the website. The website is intended to give the public further access, however, so it is strongly suggested that we do post.
- Please note that posting on the website does NOT negate your obligation to file the information with the town clerk's office. The town clerk's office accepts e-mailed, faxed or hard-copy agendas, minutes, and yearly meeting schedules.

- Please send e-mails to both addresses in the town clerk's office:  
[smutch@ashfordtownhall.org](mailto:smutch@ashfordtownhall.org) and [kzulick@ashfordtownhall.org](mailto:kzulick@ashfordtownhall.org).
- The e-mail address for submitting to the town website is: [cbowen@ashfordtownhall.org](mailto:cbowen@ashfordtownhall.org).
- Please send your e-mails as attachments (to exclude personal information).
- The time that an e-mail will be considered "received" is when the town clerk's office can access it and post it, *not* when you mail it. For example, an agenda e-mailed at 3:08 PM on Wednesday would be received at 8:00 AM on Friday.
- If you want confirmation that an e-mail has been received by the town clerk's office, use the "Read Receipt" option on your e-mail.

Thank you for your cooperation,

*Sherri L. Mutch, CMC*  
Town Clerk





Fall 2014



## Labor & Employment Practice Group

The Employment Law Letter is published quarterly as a service to clients and friends by the firm's Labor and Employment Practice Group. The contents are intended for general information purposes only, and the advice of a competent professional is suggested to address any specific situation. Reproduction or redistribution is permitted only with attribution to the source.

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## Be Careful What You Say About Terminated Employees

More than once we have commented on the prevalence of retaliation claims filed by disgruntled employees or ex-employees who argue that some adverse employment action was taken against them because they exercised some legally protected right. Lately, we've noticed a similar increase in defamation claims by terminated employees, and it looks like they may become the next employment litigation fad.

Say, for example, someone is fired for theft and is so informed in a termination letter. A knowledgeable employer would never repeat that accusation to third parties, because such disclosure would be prohibited by Connecticut's Personnel Files Act. But disclosure to supervisors and managers within the employer's four walls would be no problem, right?

Wrong. Connecticut courts have said that, while those whose job involves disciplinary matters may be privy to such information, disclosure to other managers or non-managers may constitute "publication" for purposes of applying the legal principles of defamation. An employer who is sued under such circumstances may have to prove in court that a theft actually occurred in order to avoid liability. Lawyers representing terminated employees are therefore increasingly likely to throw in a defamation

claim just to up the ante in a lawsuit over the discharge.

Further, the reason for the termination doesn't have to be one that involves moral turpitude. Courts have allowed defamation claims to proceed in cases where the employee has only been accused of incompetence, or violation of employer policies.

However, there is one arena in which such disclosure is permitted, even if the reason for a discharge turns out to be unproven, and that's in the unemployment compensation process. From the lowest level administrator to the highest court, an employer's statements about why an employee was fired have been held to be absolutely privileged.

In one recent case, a nurse was terminated after falling asleep on the job, which the employer said violated its policies and indicated professional incompetence. A defamation claim against the employer was dismissed, based in part on an earlier Supreme Court case where an employer filed an unemployment compensation form stating the employee was fired "mainly for fraud and lying." Many years ago, an employee was similarly unsuccessful in a defamation claim based on his employer's

statement to an employment security administrator that the employee had been fired for "drinking and drugging on the job, and urinating in the plant."

**Our advice** to employers is that only those in your organization with a need to know should be informed of the reason(s) for an employee dismissal. While the personnel file should reflect the reason, which should be consistent with what the employee has been told, there's no legal requirement of a termination letter, and if one is issued, its contents should not be disclosed more widely than necessary. The only exception would be a reduction in force or other no-fault dismissal where the action does not reflect negatively on the employee.

## Bullying by Teacher Equals Child Abuse

There's a lot of attention these days on bullying in our schools, but we generally think of the perpetrators as being fellow students. Our Supreme Court,

however, just issued an interesting decision about a New Haven teacher who was placed on the DCF child abuse registry because he engaged in similar behavior toward one of his sixth grade students.

The boy was apparently obese, because the teacher reportedly referred to him as "cheeks," a "birthing mother," and a "fish out of water." He also repeatedly pinched his cheeks, which was painful because the boy had metal braces, and threatened him with punishment if he asked too many questions in class. As a result of this alleged emotional abuse, the child became afraid of school, his grades suffered, and he wet his bed due to anxiety.

The teacher appealed DCF's decision to place him on the child abuse registry. The trial court upheld the DCF action, an appellate panel reversed that judgment, but now the Supreme Court has reinstated the trial court (and DCF's) decision. In addition to various factual differences, the courts disagreed on whether the term "emotional maltreatment" is unconstitutionally vague as applied to a teacher, and whether the use of that phrase would put a reasonable teacher on notice that the conduct at issue in this case was prohibited. The Supreme Court thought it was significant that if a fellow student had engaged in the same behavior, it would have violated Connecticut's anti-bullying statute.

An interesting footnote is that DCF initially declined to investigate the matter, but the New Haven Board

of Education conducted its own investigation and decided an eight-day suspension without pay and transfer to another school was the appropriate response. The teacher's argument that the courts should defer to the judgment of educational professionals did not persuade the justices. Another footnote: he doesn't teach in New Haven anymore.

## You Won't "Like" This . . .

A few years ago, the NLRB broke new ground right here in Connecticut when it issued a complaint against American Medical Response after the ambulance company fired an employee who badmouthed her boss on Facebook. AMR settled the case. Now the NLRB has done it again by finding the Triple Play Sports Bar and Grille in Watertown committed an unfair labor practice by firing an employee who merely clicked on the "like" feature after reading on Facebook an exchange between co-workers about management's alleged mishandling of payroll taxes.

According to the Board, the employee was engaged in protected concerted activity by expressing his view about a matter involving his wages, hours, or other terms and conditions of employment. Although Triple Play argued that the online discussion was unprotected because it was disloyal and disparaging, the Board ruled it was not so extreme as to forfeit the protection of the National Labor Relations Act. A

### Recent S&G Website Publications

*Employment Legislation Summary*  
Published July 16, 2014

*Employment Law Letter,*  
*Summer 2014*  
Published July 2014

Visit our award-winning  
Connecticut Employment Law Blog,  
[www.ctemploymentlawblog.com](http://www.ctemploymentlawblog.com)



Board majority also found the employer's policy prohibiting "inappropriate discussions about the company" was too broad and vague to be lawful.

This is just the latest in a line of cases in which the NLRB has found that an employer whose employees are not unionized has nevertheless violated the Act by disciplining or discharging employees who complain to each other or to third parties about their working conditions, or by maintaining policies that employees might reasonably interpret as prohibiting such complaints. However, finding legally protected activity in simply clicking on "like" sets a new standard for NLRB activism.

The Triple Play case is also significant in part because the Board seems to adopt a new standard for cases involving social media. Up to now, the Board has looked to the 1979 Atlantic Steel case, in which an employee mouthed off to his supervisor, but the Board said that framework didn't apply to communications outside the workplace where no supervisors or managers are involved. Instead, in the Triple Play case they focused on whether the employee discussions had damaged the company in any way, for example, by disparaging its products to the public, and whether the employee statements were maliciously false. Obviously, these factors may be difficult for an employer to prove.

**Our advice** is not to give the NLRB an opportunity to use your employment decisions as a basis

for further expanding their reach into the non-union workplace. Before firing a disgruntled employee for something said to co-workers or even third parties about working conditions, get some input from your labor lawyer. The same advice may well be applicable to public employers who are not under the jurisdiction of the NLRB. The State Board of Labor Relations, which now includes a union lawyer, has a long tradition of following the NLRB's lead.

## Legal Briefs and Footnotes

**Things Got Worse for GE:** There's an old saying, "Cheer up, things could get worse, so I cheered up and sure enough things got worse!" That happened to GE recently. In a story this spring about how employment lawsuits can cost an employer a lot more than lost wages, we used as an example a \$2.5 million judgment against GE in an age discrimination

case, consisting of \$1 million in lost wages, an equal amount for liquidated damages, and \$500,000 for emotional distress. Now a magistrate judge in Connecticut has not only upheld that award, but has tacked on almost \$1 million in attorney's fees and over \$200,000 to compensate the plaintiff for the additional tax liability incurred because he collected his lost wages all at once rather than over time. As we said this spring, "lost wages are just the beginning!"

**No Punitive Damages Under CFEPA?** Although the issue has never been addressed by a higher level court, some trial court judges have ruled that punitive damages are not available under Connecticut's Fair Employment Practices Act. Two such decisions came down this summer, including one that said if the legislature had intended to allow punitive damages, it could have said so explicitly. If other judges agree, this could be a rare piece of good



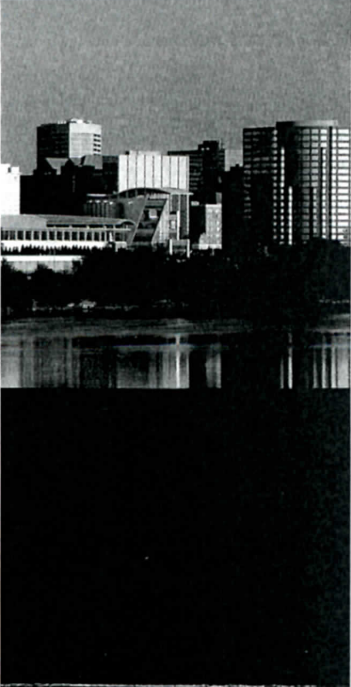
**SHIPMAN &  
GOODWIN<sup>®</sup>** LLP  
COUNSELORS AT LAW

ANDREANA BELLACH  
GARY BROCHU  
BRIAN CLEMON\*  
LEANDER DOLPHIN  
BRENDA ECKERT  
CHRISTOPHER ENGLER  
JULIE FAY  
VAUGHAN FINN  
ROBIN FREDERICK  
SUSAN FREEDMAN  
SHARI GOODSTEIN  
GABE JIRAN

ANNE LITTLEFIELD  
JARAD LUCAN  
PETER MAHER  
LISA MEHTA  
RICH MILLS  
TOM MOONEY  
PETER MURPHY  
SARANNE MURRAY  
CHRISTOPHER PARKIN  
SONIA PEDRAZA  
JESSICA RITTER  
KEVIN ROY

REBECCA SANTIAGO  
DANIEL SCHWARTZ  
ANTHONY SHANNON  
ROBERT SIMPSON  
JESSICA SOUFER  
GARY STARR  
CLARISSE THOMAS  
CHRIS TRACEY  
LINDA YODER  
HENRY ZACCARDI  
GWEN ZITTOUN

\* Editor of this newsletter. Questions or comments? Email [bclemow@goodwin.com](mailto:bclemow@goodwin.com).



news for employers. While the likelihood of an award of punitive damages in most cases is not great, the potential for such an award would increase employee leverage in settlement discussions, or in mediation with the CHRO.

### Regional Director Appointment

**Confirmed:** In our last issue, we speculated about whether the NLRB's designation of Jonathan Kreisberg as director of its Boston region (which now includes Connecticut) might be called into question by the U.S. Supreme Court's Noel Canning decision, which invalidated the "recess appointments" of certain Board members. Now several Board actions, including Kreisberg's appointment, have been reconfirmed by a lawfully constituted Board.

**Cut in Hours Isn't Termination:** When a tenured full time teacher in Regional School District 16 was informed she was being reduced to half time because of budget reductions, she went to court arguing that she was entitled to notice and the opportunity for a hearing under the Connecticut Teacher Tenure Act. A federal appeals court recently ruled that because she was not actually terminated from a teaching position, she was not entitled to the law's pre-termination procedures. Many years ago the courts reached the same result when an administrator's position was eliminated and he was given a teaching position instead.

**How Do You Count to 180?** Under Connecticut's Fair Employment Practices Act, an employment discrimination claim must be filed with the CHRO "within 180 days" of the alleged act of discrimination. A creative employer, Trinity Hill Care Center, tried to argue that means before the 180th day, or alternatively counting the date of the allegedly discriminatory act as day one. A court recently ruled that the day after the act should be counted as day one, and

a claim must be filed by the end of day 180. Therefore a claim filed against Trinity Hill on the 180th day was timely.

**Arbitrators Tough on Guns:** Maybe it's true that Connecticut is less tolerant of guns than other states. In the last month alone there have been two reported cases where labor arbitrators have upheld employee discharges for gun-related offenses. When a corrections officer brought a loaded personal weapon onto state property in the trunk of her car, her dismissal was upheld in arbitration even though she claimed she had done so inadvertently because she had forgotten that the gun was there. A Bridgeport in-school suspension officer was fired after he pled guilty to breach of the peace, threatening, and possession of a weapon in a motor vehicle following an off-duty incident. Even though his offenses only constituted an "infraction" (creating a public disturbance) and not a crime, a panel of arbitrators upheld the discharge because of the violent nature of the incident and the employee's position as a role model for students.

One Constitution Plaza  
Hartford, CT 06103-1919  
860-251-5000

300 Atlantic Street  
Stamford, CT 06901-3522  
203-324-8100

1875 K St., NW - Suite 600  
Washington, DC 20006-1251  
202-469-7750

289 Greenwich Avenue  
Greenwich, CT 06830-6595  
203-869-5600

12 Porter Street  
Lakeville, CT 06039-1809  
860-435-2539

[www.shipmangoodwin.com](http://www.shipmangoodwin.com)

### Save the Dates:

**Labor and Employment Fall Seminar**  
**Friday, October 31, 2014**  
**8:00 AM - 12:00 Noon**  
**Hartford Marriott Downtown**

Please join us for our annual fall seminar for an interesting and informative program regarding recent developments in labor and employment law.

**Sexual Harassment Prevention Training**  
Training sessions will be held in our offices as indicated below. Hartford sessions are 8:00 - 10:00 AM and Stamford sessions are 1:30 PM - 3:30 PM.

**October 9, 2014 - Hartford**  
**October 23, 2014 - Hartford**  
**October 23, 2014 - Stamford**  
**December 4, 2014 - Hartford**

Register at [www.shipmangoodwin.com](http://www.shipmangoodwin.com).

**Ashford**  
**Superintendent's Report**  
**J. Longo**  
**October 11, 2014**

*"When the winds of change blow, some build walls, others build windmills!"*

**Three-Year Plan**

At the Board retreat we discussed the scheduling of a work session devoted to the development of a new three-year plan for major purchases and initiatives. I am proposing that we schedule that process prior to the beginning of the creation of the 2015-2016 budget proposal.

**Board Goals**

At the Board retreat we discussed writing a new mission statement, and preparing our 2014-2015 Board of Education Goals. I suggest that we initiate those discussions at the first meeting in November.

**Board Training and Self-Evaluation**

I attended a state superintendent's meeting recently where the topic of Board of Education self-evaluation and refresher training for Board's on roles and responsibilities (both sponsored by CABE) were encouraged. Welcoming a new Board member seems to be a perfect time for the refresher training as well as the self-evaluation process, (which is a great orientation tool). I can set training up if you are interested. I have the self-evaluation form electronically and can forward it to the Board if you are interested.

**Next Ashford Citizen Article**

I have attached a copy of the article that I will be submitting for the November issue of the Ashford Citizen. I am using this month as a natural time to introduce the philosophic foundations of our school budget.

**Superintendent's 2015-2016 Budget Proposal**

I have initiated the research phase of developing the budget that I will submit to you in January as the Superintendent's Budget. The research phase involved three public meetings for citizen input, and voicing of opinions, as well as a schedule of meetings with teachers and administrators to hear their ideas.

I will have a first draft prior to the December holiday recess. The presentation format will be based upon the agreements made during the three-board meeting scheduled soon.

**New Ashford School District Web Site**

The development of the new Ashford School website is going well and on schedule. Many concerns have been addressed and we expect to roll it out soon. Cynthia Ford is leading the process. If you have any concerns or ideas feel free to contact her.

**Non-Certified Contract Negotiations (M.E.U.I.)**

The current contract with the non-certified staff union expires at the end of this academic year and therefore negotiations will be starting this fall. I suggest that you take some time over the next month to familiarize yourself with the contract and be ready to form a negotiations team.

**Principal's Report – Troy C. Hopkins**  
**Ashford Board of Education**  
**October 16, 2014**

***Steaming School***

What is happening at Ashford School these days? Can you see the steam? Much like a pot of boiling water with rapidly dancing molecules energized by climbing temperatures, Ashford School has dynamically engaged students enthused by the expanding learning opportunities of STEAM. Science, Technology, Engineering, Arts, and Mathematics are the major focus as we strive to construct interdisciplinary learning activities through which students think and work in ways that prepare them to prosper in the real world. Please note that “Arts” include not only visual and performing arts, but also other Humanities such as languages, literature, and social studies.

*School Goal #1:*

*Promote critical thinking, creativity, collaboration, and communication skills through the implementation of interdisciplinary curriculum, following the concept of STEAM (Science, Technology, Engineering, Art, Mathematics), which apply to the real world now and in the future.*

We are deliberately becoming a STEAM school and every faculty member is working towards the achievement of that goal. *Georgette Yakman, designer of STEAM, explains it as “Science and Technology interpreted through Engineering and the Arts, all based in Mathematical elements”.*

At Ashford School, we are taking an even broader approach. While we are following Yakman’s description when the center content is science or technology, we are infusing the same sort of thinking and working skills in all areas. Fittingly, we are using the design process and the CT Core Standards for Mathematical Practice as our guide.

The steps of the **design process** are:

*Define the Problem, Do Background Research, Specify Requirements, Brainstorm Solutions  
Choose the Best Solution, Do Development Work, Build a Prototype, Test and Redesign*

The eight **Standards for Mathematical Practice** are:

- 1. Make sense of problems and persevere in solving them.*
- 2. Reason abstractly and quantitatively.*
- 3. Construct viable arguments and critique the reasoning of others.*
- 4. Model with mathematics.*
- 5. Use appropriate tools.*
- 6. Attend to precision.*
- 7. Look for and make use of structure.*
- 8. Look for and express regularity in repeated reasoning.*

As you may be able to imagine, these practices can be applied to any subject. For example, students can reason, express regularity in repeated reasoning, critique the reasoning of others, and construct viable arguments through their writing, and speaking, in the content of any subject, or interdisciplinary unit or lesson. This is a major focus for us as we further develop communication proficiency in our students. In fact, our theme of STEAM learning is communication, the exchange of ideas through writing and speaking as well as reading and listening.

To read more about the standards for mathematical practices, please visit: <http://ctcorestandards.org>

# **Pupil Personnel Director's Report to the Board of Education October 16, 2014**

## **Budget Planning vs. Enrollment:**

The Pupil Personnel Services/Special Education Budget is developed for the coming school year in the previous school year based on current and future predicted needs of students identified under IDEA and 504. During the development process consideration is additionally given to those general education students who have demonstrated growing needs, are receiving academic and behavioral interventions, and may have the potential to require further services/supports based on their inability to respond to the interventions in place. Consideration is also given to specifics related to the individual student, performance expectation of the coming school year, and research related to the area of weakness. Regrettably, what can't effectively be planned for, are those students that will enroll in the future, after the budget has been approved for the coming school year.

Without a crystal ball, or pre-knowledge of the needs of students moving into the district for the coming year, it is hard to insure that the planned budget will encompass all of their needs too. This year our department was fortunate to have pre-knowledge of a returning student prior to the end of the 2013-2014 school year. That knowledge allowed us to effectively plan for the equipment, services and support needs of the student before arrival. Unfortunately, this was not the case for other identified and general education students that enrolled just prior to the 2014-2015 school year. This year, we have found that at least two of the newly enrolled younger students, exhibit significant behaviors that have challenged current resources. As we work with these students we are hopeful that through the diagnostic evaluation process, staff review of behavioral triggers, and staff/consultants working directly with families that we will be able to successfully assist these students.

Respectfully submitted,



Donna A. Hartigan  
Director of Pupil Personnel Services

Oct 2, 2014

The health office has been off to a busy start. According to the report attached there were 797 visits to the health office in August and September. The total visits listed on the report are visits for injuries, illness and other health. There were 397 additional visits for treatments and medication administration. In the month of September there was one student requiring EMS transportation for a recess injury. Oct 1 was the annual flu clinic where 97 people received the influenza immunization.

Martha Sibley-Jett RN BSN  
Ashford School Nurse

## Ashford School -- Ashford, CT

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### Population Selection

School:	Ashford School	Race:	Any
Grade:	All	City, State, Zip:	Any
Teacher:	All Teachers	Language:	Any
Gender:	Both	Activity:	None
Classification:	All	Special Ed:	Any
Status:	Active	Date Selection Mode:	None
Track:	Any		
Ethnicity:	Any		

### Report Criteria

Start: 08/28/2014  
End: 09/30/2014  
Sort By: School  
Printed By: Martha Sibley-Jett  
Database Year: Current Year (2014)

### *Health Services Summary by School sorted by School(Ascending)*

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#### Ashford School

Injury Event: 131	Med. Admins: 302	Screenings: 0
Illness Event: 245	Treatments: 157	
Other Health: 40		Management: 1
	Admin Visits: 397	
Unduplicated Students: 179		
Total Visits: 400		

Asford Boe  
10114114

[illegible]

DETAIL STATEMENT OF ACCOUNTS - EXPENDITURE

Itemized Expenditure Transactions Only

Account = First thru Last; Mask = 110-61000-59610-###

From July 2014 to August 2014

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
110-61000-59610-000	ASHFORD BOARD OF EDUCATION	7288035.62	714654.04	714654.04	0.00	6573381.58	90.19
Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
004696-000151	Jul 2014	07/25/14	Belair Ins			GL E ED	(1,457.00)
004696-000155	Jul 2014	07/25/14	trb 3Q sub			GL E ED	(330.00)
004697-000004	Jul 2014	07/02/14	boe pr			GL E EI	66,961.54
004725-000004	Jul 2014	07/18/14	boe ppe 7/12 dated 7/18			GL E EI	50,323.65
004725-000013	Jul 2014	07/15/14	#138654-138684			GL E EI	80,328.11
004743-000003	Aug 2014	08/01/14	pr 8/1/14			GL E EI	66,633.91
004767-000004	Aug 2014	08/12/14	#138688			GL E EI	1,833.00
004773-000004	Aug 2014	08/19/14	#138689-138728			GL E EI	242,982.63
004773-000013	Aug 2014	08/15/14	BOE PR			GL E EI	45,416.72
004774-000001	Aug 2014	08/22/14	50% share compressor DPW			GL E EI	2,397.05
004775-000034	Aug 2014	08/20/14	TSA refund			GL E ED	(150.00)
004781-000004	Aug 2014	08/29/14	BOE PR			GL E EI	157,066.29
004781-000011	Aug 2014	08/25/14	#138731-138738			GL E EI	2,648.14
						Expenditure Total	714,654.04

10/16/14

10/08/14 14:07

Town of Ashford

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DETAIL STATEMENT OF ACCOUNTS - EXPENDITURE

Itemized Expenditure Transactions Only

Account = First thru Last; Mask = 110-61000-59610-###

From July 2014 to August 2014

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
	Report Totals	7288035.62	714654.04	714654.04	0.00	6573381.58	90.19



Ashford BOE  
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10/03/14 14:02

Ashford Board of Education

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INTERIM TRIAL BALANCE - SUMMARY  
Funds 01 to 01  
From July 2014 to August 2014  
All Accounts Included - Without Subsidiary Transactions

Fund: 01 General Fund

Account Class	Account Number and Description	Beginning Bal	Debit Amt	Credit Amt	Ending Bal
Cash	01-0100-000-00000 Checking BOE	318,349.15 DB	7,333,556.72	1,074,898.13	6,577,007.74 DB
	** TOTAL ** Cash	318,349.15 DB	7,333,556.72	1,074,898.13	6,577,007.74 DB
	** TOTAL ** Accounts Receivable	0.00 ..	0.00	0.00	0.00 ..
Due From	01-0110-000-00000 PAYMENTS DUE FR: SA	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0111-000-00000 PAYMENT DUE FR: CAFE	10,507.04 DB	208.18	10,507.12	208.10 DB
"	" 01-0112-000-00000 PAYMENT DUE FR: PTO	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0113-000-00000 PAYMENT DUE FR: SPEC PROJ	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0113-000-00011 Due From Readiness Fund 11	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0114-000-00000 Due from EE/Others	12,391.02 DB	0.00	12,391.02	0.00 ..
"	" 01-0200-000-00000 Payments Due From	0.00 ..	0.00	0.00	0.00 ..
	** TOTAL ** Due From	22,898.06 DB	208.18	22,898.14	208.10 DB
Other Assets	01-0205-000-00000 Pre Paid Expense	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0215-000-00000 Ashford School Petty Cash	0.00 ..	0.00	0.00	0.00 ..
	** TOTAL ** Other Assets	0.00 ..	0.00	0.00	0.00 ..
	** TOTAL ** Estimated Revenue	0.00 ..	0.00	0.00	0.00 ..
Actual Revenues	01-0150-000-00000 Actual Revenue	7,035,706.00 CR	0.00	7,288,035.88	14,323,741.88 CR
	** TOTAL ** Revenue	7,035,706.00 CR	0.00	7,288,035.88	14,323,741.88 CR
Accts Payable	01-0210-000-00000 Accounts Payable	16,701.53 CR	344,493.41	327,791.88	0.00 ..
	** TOTAL ** Accounts Payable	16,701.53 CR	344,493.41	327,791.88	0.00 ..
Due To	01-0250-000-00000 DUE TO OTHER FUND	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0250-000-00012 Due to KARE Grant Fund 12	0.00 ..	0.00	0.00	0.00 ..
	** TOTAL ** Due To	0.00 ..	0.00	0.00	0.00 ..
Other Liabilities	01-0220-000-00000 Payroll Taxes withheld	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0220-100-00000 Payroll Holding	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0221-000-00000 EE 403b Contributions	0.00 ..	3,162.28	3,312.28	150.00 CR
"	" 01-0222-000-00000 BCBS Voluntary Deductions	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0223-000-00000 AFLAC Voluntary Deductions	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0224-000-00000 AEA Dues	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0225-000-00000 TRB Withholding	20,685.70 CR	41,371.40	20,685.70	0.00 ..
"	" 01-0226-000-00000 Garnishment Withheld	0.00 ..	400.00	400.00	0.00 ..
"	" 01-0227-000-00000 MEUI Dues	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0228-000-00000 Voluntary Deductions 09/10	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0229-000-00000 Wilton Life Voluntary Deductio	0.00 ..	62.40	62.40	0.00 ..
"	" 01-0230-000-00000 Prior Year Liabilities	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0231-000-00000 HSA	0.00 ..	995.00	995.00	0.00 ..
"	" 01-0232-000-00000 HSA Offset	0.00 ..	0.00	0.00	0.00 ..
"	" 01-0233-000-00000 09/10 EOY Liabilities	0.00 ..	0.00	0.00	0.00 ..

Ashford BoE  
10/16/14

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Ashford Board of Education

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I N T E R I M T R I A L B A L A N C E - S U M M A R Y

Funds 01 to 01

From July 2014 to August 2014

All Accounts Included - Without Subsidiary Transactions

Fund: 01 General Fund

Account Class	Account Number and Description	Beginning Bal	Debit Amt	Credit Amt	Ending Bal
" "	01-0235-000-00000 Payroll Payable	300,242.19 CR	300,242.19	0.00	0.00 ..
	** TOTAL ** Other Liabilities	320,927.89 CR	346,233.27	25,455.38	150.00 CR
Appropriations	01-0410-000-00000 Appropriations	7,035,706.00 CR	0.00	7,288,035.88	14,323,741.88 CR
	** TOTAL ** Appropriations	7,035,706.00 CR	0.00	7,288,035.88	14,323,741.88 CR
Actual Expenses	01-0400-000-00000 Expenditure Control	7,003,645.64 DB	716,374.83	1,787.00	7,718,233.47 DB
	** TOTAL ** Expenditures	7,003,645.64 DB	716,374.83	1,787.00	7,718,233.47 DB
Encumbrances	01-0310-000-00000 Encumbrances	0.00 ..	2,364.00	0.00	2,364.00 DB
	** TOTAL ** Encumbrances	0.00 ..	2,364.00	0.00	2,364.00 DB
Fund Balance	01-0300-000-00000 Fund Balance	7,030,649.88 DB	7,288,035.88	0.00	14,318,685.76 DB
	** TOTAL ** Fund Balances	7,030,649.88 DB	7,288,035.88	0.00	14,318,685.76 DB
Reserve for Encum	01-0320-000-00000 Reserve for Encumbrances	0.01 CR	0.00	2,364.00	2,364.01 CR
" "	01-0325-000-00000 Reserve for Enc - Prior Year	0.00 ..	0.00	0.00	0.00 ..
" "	01-0326-000-00000 RESERVE FOR ENC. 08/09	0.00 ..	0.00	0.00	0.00 ..
	** TOTAL ** Reserve for Encumbrance	0.01 CR	0.00	2,364.00	2,364.01 CR
	** TOTAL ** Budgetary Fund Balance	0.00 ..	0.00	0.00	0.00 ..

Ashford BOE  
10/16/14

10/03/14 14:02

Ashford Board of Education

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INTERIM TRIAL BALANCE - SUMMARY

Funds 01 to 01

From July 2014 to August 2014

All Accounts Included - Without Subsidiary Transactions

Fund: 01 General Fund

Account Class	Account Number and Description	Beginning Bal	Debit Amt	Credit Amt	Ending Bal
Assets	Cash.....	318,349.15 DB	7,333,556.72	1,074,898.13	6,577,007.74 DB
"	" Accounts Receivable.....	0.00 ..	0.00	0.00	0.00 ..
"	" Due From.....	22,898.06 DB	208.18	22,898.14	208.10 DB
"	" Other Assets.....	0.00 ..	0.00	0.00	0.00 ..
"	" Estimated Revenue.....	0.00 ..	0.00	0.00	0.00 ..
"	" Revenue.....	7,035,706.00 CR	0.00	7,288,035.88	14,323,741.88 CR
Liabilities	Accounts Payable.....	16,701.53 CR	344,493.41	327,791.88	0.00 ..
"	" Due To.....	0.00 ..	0.00	0.00	0.00 ..
"	" Other Liabilities.....	320,927.89 CR	346,233.27	25,455.38	150.00 CR
Fund Equity	Appropriations.....	7,035,706.00 CR	0.00	7,288,035.88	14,323,741.88 CR
"	" Expenditures.....	7,003,645.64 DB	716,374.83	1,787.00	7,718,233.47 DB
"	" Encumbrances.....	0.00 ..	2,364.00	0.00	2,364.00 DB
"	" Fund Balances.....	7,030,649.88 DB	7,288,035.88	0.00	14,318,685.76 DB
"	" Reserve for Encumbrance.....	0.01 CR	0.00	2,364.00	2,364.01 CR
"	" Budgetary Fund Balance.....	0.00 ..	0.00	0.00	0.00 ..
TOTALS		33,498.70 CR	16,031,266.29	16,031,266.29	33,498.70 CR



10:49 AM  
10/09/14  
Accrual Basis

**Ashford School Cafeteria Fund**  
**Profit & Loss**  
**July through September 2014**

	<u>Jul - Sep 14</u>
Ordinary Income/Expense	
Income	
Daily Sales	8,775.72
Intergovernment Revenue	9,859.80
On-line Prepays	3,257.10
Other	504.31
	<hr/>
Total Income	22,396.93
Expense	
Delivery Charges	42.00
Employee Pension	219.51
Food Purchases	7,319.75
Ice Cream Purchases	212.15
Insurance Expense	2,833.21
Lunch Fund reimbursement	82.95
Milk Purchases	1,737.73
Payroll Expense	9,427.03
Supplies	693.18
Taxes	
Employer FICA	714.18
	<hr/>
Total Taxes	714.18
Tech support	650.00
	<hr/>
Total Expense	23,931.69
	<hr/>
Net Ordinary Income	-1,534.76
	<hr/>
Net Income	<u><u>-1,534.76</u></u>

10:49 AM  
10/09/14  
Accrual Basis

**Ashford School Cafeteria Fund**  
**Balance Sheet**  
**As of September 30, 2014**

	Sep 30, 14
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
First Niagara Checking	31,541.33
Total Checking/Savings	31,541.33
Other Current Assets	
Intergovernmental Receivables	9,515.77
Total Other Current Assets	9,515.77
Total Current Assets	41,057.10
<b>TOTAL ASSETS</b>	<b>41,057.10</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,796.37
Total Accounts Payable	5,796.37
Other Current Liabilities	
Due to Other Funds	13,193.92
Unearned/deferred Revenue	2,635.89
Total Other Current Liabilities	15,829.81
Total Current Liabilities	21,626.18
Total Liabilities	21,626.18
Equity	
Committed Fund Balance	
Education	13,533.59
Total Committed Fund Balance	13,533.59
Retained Earnings	7,432.09
Net Income	-1,534.76
Total Equity	19,430.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>41,057.10</b>

Ashford BOE  
10/16/14

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Ashford Board of Education

# Actual & Budgeted Expenses & Encumbrance

Report Sequence: Object

Account: First thru Last

Report Period: July 2014 thru September 2014

Level Of Detail: Extra

Account Filter=01-####-###-####

Account Number	Account Description	Current Year Budgeted	Current Year Expenditure	Encumbrances	Balance Remaining
<b>General Fund (01)</b>					
<b>Certified Staff</b>					
01-1100-111-00000	Elementary Certified Staff	909,886.50	103,129.11	791,211.39	15,546.00
01-1101-111-00001	Middle School Certified Staff	752,022.00	85,407.72	603,483.28	63,131.00
01-1103-111-01003	Art Certified Staff	61,995.60	8,804.64	67,502.36	(14,311.40)
01-1103-111-02003	Music Certified Staff	113,627.60	10,957.74	84,009.26	18,660.60
01-1104-111-00004	World Language Certified Staff	142,427.00	16,433.88	125,993.12	(0.00)
01-1109-111-00009	Phys Ed/Health Certified Staff	123,741.20	15,892.95	103,499.05	4,349.20
01-1112-111-01012	Coaches	11,335.00	0.00	12,172.00	(837.00)
01-1112-111-02012	Program Advisors	5,238.00	0.00	5,238.00	0.00
01-1112-111-03012	Prog Directors & Coordinators	4,151.00	0.00	5,151.00	(1,000.00)
01-1200-111-01120	SpEd Certified Staff	149,568.00	8,555.97	121,048.03	19,964.00
01-1200-111-02120	Remedial Certified Staff	112,909.60	14,752.38	113,101.62	(14,944.40)
01-1200-111-03120	Psychologist Certified Staff	120,031.00	14,191.38	105,839.62	0.00
01-1200-111-04120	Enrichment Certified Staff	43,678.00	5,039.76	38,638.24	0.00
01-1200-111-05120	Speech Certified Staff	56,309.00	6,497.19	49,811.81	0.00
01-2200-111-01220	Superintendent	68,924.00	18,483.39	50,440.61	0.00
01-2200-111-02220	Principal	121,936.50	32,829.16	89,107.34	0.00
01-2200-111-03220	Special Ed Director	57,006.60	15,356.67	41,649.93	0.00
01-2200-111-04220	Assistant Principal	84,770.00	22,822.66	61,947.34	(0.00)
<b>**TOTAL** Certified Staff</b>		<b>2,939,556.60</b>	<b>379,154.60</b>	<b>2,469,844.00</b>	<b>90,558.00</b>
<b>Non-Certified Staff</b>					
01-1100-112-00010	Regular Ed Paraprofessional	139,174.20	11,154.24	117,431.91	10,588.05
01-1107-112-01007	Library Paraprofessional	0.00	1,273.74	22,880.46	(24,154.20)
01-1107-112-02007	Library Consultant	6,732.75	0.00	0.00	6,732.75
01-1112-112-01012	Athletic Officials	4,100.00	80.00	3,110.00	910.00
01-1112-112-03012	After Sch Activities Transport	1,670.73	460.53	1,210.20	0.00
01-1112-112-04012	Event Chaperones	2,500.00	42.00	2,436.00	22.00
01-1200-112-01120	Nursing Staff	61,872.11	14,821.66	47,050.45	(0.00)
01-1200-112-02120	SpEd Paraprofessional	277,234.65	29,871.85	286,611.35	(39,248.55)
01-1200-112-03120	SpEd Substitutes	45,000.00	5,876.44	39,123.56	0.00
01-2200-112-00220	Business Manager	30,000.00	0.00	30,000.00	0.00
01-2200-112-01220	Bookkeeper	107,530.50	28,950.67	78,579.83	0.00
01-2200-112-02220	Superintendent's Secretary	53,508.00	14,406.00	39,102.00	0.00
01-2200-112-03220	Principal's Secretary	53,647.50	12,476.73	41,170.77	0.00
01-2200-112-04220	Substitute Teachers/Paras	80,000.00	2,286.40	77,713.60	0.00
01-2200-112-05220	Special Ed Secretary	35,380.11	9,525.39	25,854.72	0.00
01-2200-112-06220	Sub calling stipend	3,000.00	500.00	2,500.00	0.00
01-2200-112-07220	BOE Meeting Minutes Stipend	1,000.00	0.00	1,000.00	0.00
01-2540-112-01254	Custodians	160,912.64	41,129.11	146,443.53	(26,660.00)
01-2540-112-02254	Summer Custodians	5,470.08	3,921.83	0.00	1,548.25
01-2540-112-04254	Custodian Substitutes	5,408.00	827.75	4,580.25	0.00
01-2540-112-05254	Emergency OT	1,000.00	0.00	1,000.00	0.00
01-2540-112-06254	Community	500.00	0.00	500.00	0.00
01-2550-112-01255	Drivers	138,030.48	10,644.00	107,722.92	19,663.56
01-2550-112-02255	Transportation Coordinator	14,406.48	4,983.43	9,423.05	(0.00)
01-2550-112-03255	Mechanic	47,873.00	16,942.07	29,233.09	1,697.84
01-2550-112-04255	Driver Sick/Personal Leave	5,140.80	894.29	4,824.85	(578.34)
01-2550-112-05255	Class Trip Transportation	6,328.35	133.88	6,194.47	0.00
01-2600-112-01260	Technology Paraprofessional	25,304.40	3,834.00	21,470.40	0.00
01-2600-112-02260	Technology Consultant	80,000.00	22,172.72	56,727.28	1,100.00
<b>**TOTAL** Non-Certified Staff</b>		<b>1,392,724.78</b>	<b>237,208.73</b>	<b>1,203,894.69</b>	<b>(48,378.64)</b>

**Actual & Budgeted Expenses & Encumbrance**

Report Sequence: Object

Account: First thru Last

Report Period: July 2014 thru September 2014

Level Of Detail: Extra

Account Filter=01-####-###-####

Account Number	Account Description	Current Year Budgeted	Current Year Expenditure	Encumbrances	Balance Remaining
<b>General Fund (01)</b>					
<b>Insurance</b>					
01-2200-200-01220	Medical/Dental Insurance	1,134,016.00	371,297.94	672,136.69	90,581.37
01-2200-200-01230	Group Life Insurance	9,521.57	2,495.22	7,628.91	(602.56)
01-2200-200-02220	Workers Compensation Insurance	65,653.00	40,600.73	27,554.04	(2,501.77)
	<b>**TOTAL** Insurance</b>	<b>1,209,190.57</b>	<b>414,393.89</b>	<b>707,319.64</b>	<b>87,477.04</b>
<b>Other Insurances</b>					
01-2200-205-01220	Social Security/Medicare Costs	171,606.41	26,759.02	151,382.32	(6,534.93)
01-2200-205-02220	Non-Certified Retirement Costs	28,154.62	4,880.44	26,301.47	(3,027.29)
01-2200-205-02230	Non-Certified Other Benefits	22,600.00	9,250.00	18,250.00	(4,900.00)
01-2200-205-03220	Unemployment Compensation Cost	20,000.00	243.00	19,757.00	0.00
01-2200-205-04220	Cert Retirement Healthcare	17,770.25	8,908.09	14,724.03	(5,861.87)
01-2200-205-04230	Certified Other Benefits	72,500.00	52,338.51	24,411.49	(4,250.00)
	<b>**TOTAL** Other Insurances</b>	<b>332,631.28</b>	<b>102,379.06</b>	<b>254,826.31</b>	<b>(24,574.09)</b>
<b>Instructional Improvement</b>					
01-2200-312-01220	Workshop Sub Pay	3,000.00	202.50	2,797.50	0.00
01-2200-312-02220	Teacher Workshops	8,000.00	1,479.00	6,521.00	0.00
01-2200-312-03220	Curriculum Development	8,000.00	13,751.25	0.00	(5,751.25)
01-2200-312-04220	District Professional Dev Days	1,750.00	0.00	1,750.00	0.00
01-2200-312-05220	CT TEAM Mentor	3,000.00	0.00	3,000.00	0.00
01-2200-312-06220	AEA Tuition Reimbursement	10,000.00	9,999.99	0.00	0.01
01-2200-312-07220	MEUI Tuition Reimbursement	3,000.00	0.00	3,000.00	0.00
	<b>**TOTAL** Instructional Improvement</b>	<b>36,750.00</b>	<b>25,432.74</b>	<b>17,068.50</b>	<b>(5,751.24)</b>
<b>Professional Services</b>					
01-1200-319-01120	Speech Outsourced	40,000.00	3,586.41	0.00	36,413.59
01-1200-319-02120	Training Seminars	7,000.00	1,406.71	0.00	5,593.29
01-1200-319-03120	OT Outsourced	60,000.00	5,752.24	0.00	54,247.76
01-1200-319-04120	Evaluations Outsourced	10,500.00	0.00	0.00	10,500.00
01-1200-319-05120	Physical Therapy Outsourced	10,000.00	500.00	0.00	9,500.00
01-1200-319-06120	Behavioral Therapy Outsourced	42,500.00	3,800.00	0.00	38,700.00
01-2200-319-01220	Legal	45,000.00	0.00	0.00	45,000.00
01-2200-319-02220	Audit	18,000.00	0.00	0.00	18,000.00
01-2200-319-03220	Data Processing	12,500.00	4,253.00	0.00	8,247.00
01-2200-319-04220	Consultant	10,000.00	0.00	0.00	10,000.00
01-2200-319-05220	Volunteer Screening	600.00	0.00	0.00	600.00
	<b>**TOTAL** Professional Services</b>	<b>256,100.00</b>	<b>19,298.36</b>	<b>0.00</b>	<b>236,801.64</b>
<b>Utilities</b>					
01-2540-321-00254	Plant Utilities	78,000.00	12,523.78	0.00	65,476.22
	<b>**TOTAL** Utilities</b>	<b>78,000.00</b>	<b>12,523.78</b>	<b>0.00</b>	<b>65,476.22</b>
<b>Maintenance</b>					
01-1200-322-15254	Spec Ed Equip Maintenance	1,000.00	0.00	0.00	1,000.00
01-2200-322-00220	Administrative Equipment Maint	300.00	190.00	0.00	110.00
01-2540-322-01254	Rubbish Removal	8,000.00	1,822.08	0.00	6,177.92
01-2540-322-02254	Asbestos Monitoring	660.00	0.00	0.00	660.00
01-2540-322-03254	Water	14,000.00	4,724.20	0.00	9,275.80
01-2540-322-04254	General Maintenance & Repairs	16,000.00	6,100.00	0.00	9,900.00
01-2540-322-05254	Sanitary System	5,000.00	3,000.00	0.00	2,000.00
01-2540-322-06254	Fire Equipment	10,000.00	2,299.79	0.00	7,700.21
01-2540-322-07254	Generator Maintenance	6,000.00	979.30	0.00	5,020.70
01-2540-322-08254	Boiler	13,000.00	0.00	0.00	13,000.00

**Actual & Budgeted Expenses & Encumbrance**

Report Sequence: Object

Account: First thru Last

Report Period: July 2014 thru September 2014

Level Of Detail: Extra

Account Filter=01-####-###-#####

Account Number	Account Description	Current Year Budgeted	Current Year Expenditure	Encumbrances	Balance Remaining
<b>General Fund (01)</b>					
01-2540-322-09254	Grounds Upkeep	3,000.00	0.00	0.00	3,000.00
01-2540-322-10254	Painting	1,000.00	0.00	0.00	1,000.00
01-2540-322-11254	Floor Covering	0.00	2,060.00	0.00	(2,060.00)
01-2540-322-12254	Roof Maintenance	5,500.00	0.00	0.00	5,500.00
01-2540-322-14254	Radon Testing	300.00	0.00	0.00	300.00
01-2540-322-15254	HVAC Maintenance	8,000.00	0.00	0.00	8,000.00
	<b>**TOTAL** Maintenance</b>	<b>91,760.00</b>	<b>21,175.37</b>	<b>0.00</b>	<b>70,584.63</b>
<b>Equipment Maintenance</b>					
01-1103-323-02003	Music Instrument Maintenance	600.00	185.00	0.00	415.00
01-2600-323-02260	Tech Equip Maint	3,000.00	79.00	0.00	2,921.00
	<b>**TOTAL** Equipment Maintenance</b>	<b>3,600.00</b>	<b>264.00</b>	<b>0.00</b>	<b>3,336.00</b>
<b>Liability Insurance</b>					
01-2200-324-00254	Student Accident Insurance	995.00	1,065.00	0.00	(70.00)
01-2540-324-00254	Plant Insurance	21,715.00	12,180.00	0.00	9,535.00
01-2550-324-00255	Transportation Insurance	12,680.00	11,335.04	0.00	1,344.96
	<b>**TOTAL** Liability Insurance</b>	<b>35,390.00</b>	<b>24,580.04</b>	<b>0.00</b>	<b>10,809.96</b>
<b>Transportation</b>					
01-1200-331-00120	SpEd Transportation	69,807.90	3,881.21	65,926.69	(0.00)
01-2550-331-01120	Class Trip Tolls & Parking	100.00	0.00	100.00	0.00
	<b>**TOTAL** Transportation</b>	<b>69,907.90</b>	<b>3,881.21</b>	<b>66,026.69</b>	<b>(0.00)</b>
<b>Communication</b>					
01-2200-340-01220	Telephone	7,000.00	2,477.73	0.00	4,522.27
01-2200-340-02220	Postage	4,000.00	1,346.47	0.00	2,653.53
01-2200-340-04220	Advertising	500.00	500.00	0.00	0.00
	<b>**TOTAL** Communication</b>	<b>11,500.00</b>	<b>4,324.20</b>	<b>0.00</b>	<b>7,175.80</b>
<b>Outside Services</b>					
01-1101-370-05120	MS Out of District Tuition	27,100.00	0.00	0.00	27,100.00
01-1200-370-01120	Outplacement Tuition	281,600.00	1,854.00	0.00	279,746.00
01-1200-370-02120	Homebound Instruction/Tutoring	5,000.00	0.00	0.00	5,000.00
01-1200-370-03120	Extended School Year	37,000.00	47,440.55	0.00	(10,440.55)
	<b>**TOTAL** Outside Services</b>	<b>350,700.00</b>	<b>49,294.55</b>	<b>0.00</b>	<b>301,405.45</b>
<b>Purchased Services</b>					
01-2200-390-01220	Contract Mileage	2,000.00	0.00	0.00	2,000.00
01-2200-390-02220	Printing	1,000.00	816.61	0.00	183.39
01-2550-390-01255	Fleet Maintenance	44,072.00	6,394.62	0.00	37,677.38
01-2550-390-02255	Bus Facility Building Usage	3,600.00	(240.00)	0.00	3,840.00
	<b>**TOTAL** Purchased Services</b>	<b>50,672.00</b>	<b>6,971.23</b>	<b>0.00</b>	<b>43,700.77</b>
<b>Supplies</b>					
01-1100-410-01000	Elementary General Supplies	4,000.00	788.83	0.00	3,211.17
01-1100-410-02000	Elementary Reading Supplies	1,124.00	186.18	0.00	937.82
01-1100-410-03000	Elementary Math Supplies	1,212.00	365.28	0.00	846.72
01-1100-410-04000	Elementary Lang Arts Supplies	1,125.00	528.21	0.00	596.79
01-1100-410-05000	Elementary Health Supplies	500.00	0.00	0.00	500.00
01-1100-410-06000	Elementary Science Supplies	389.00	0.00	0.00	389.00
01-1100-410-07000	Elem Social Studies Supplies	500.00	0.00	0.00	500.00
01-1100-410-08000	Assessments	6,800.00	0.00	0.00	6,800.00
01-1100-410-09000	Elementary Art Supplies	112.00	21.78	0.00	90.22
01-1101-410-01001	Middle School General Supplies	4,000.00	1,391.38	0.00	2,608.62
01-1101-410-02001	Middle School LA Supplies	275.00	281.15	0.00	(6.15)

**Actual & Budgeted Expenses & Encumbrance**

Report Sequence: Object

Account: First thru Last

Report Period: July 2014 thru September 2014

Level Of Detail: Extra

Account Filter=01-####-###-####

Account Number	Account Description	Current Year Budgeted	Current Year Expenditure	Encumbrances	Balance Remaining
<b>General Fund (01)</b>					
01-1101-410-03001	Middle School Math Supplies	650.00	32.52	0.00	617.48
01-1101-410-04001	Middle School Reading Supplies	275.00	0.00	0.00	275.00
01-1101-410-05001	Middle School Science Supplies	2,800.00	88.27	0.00	2,711.73
01-1101-410-06001	Middle School Social Stud Supp	100.00	0.00	0.00	100.00
01-1101-410-07001	Middle School Testing Supplies	150.00	0.00	0.00	150.00
01-1103-410-01003	Art Supplies	2,000.00	0.00	0.00	2,000.00
01-1103-410-02003	General Music Supplies	367.00	0.00	0.00	367.00
01-1103-410-03003	Choral Supplies	1,500.00	1,346.71	0.00	153.29
01-1103-410-04003	Band Supplies	1,500.00	773.99	0.00	726.01
01-1104-410-00004	World Language Supplies	700.00	0.00	0.00	700.00
01-1107-410-01007	Library Supplies	405.00	237.79	0.00	167.21
01-1107-410-02007	Library Periodicals	860.00	798.03	0.00	61.97
01-1109-410-01009	Phys Ed Supplies	1,000.00	0.00	0.00	1,000.00
01-1109-410-02009	Health Supplies	100.00	0.00	0.00	100.00
01-1112-410-01012	Graduation Supplies	1,000.00	0.00	0.00	1,000.00
01-1112-410-02012	Athletic Supplies	700.00	237.47	0.00	462.53
01-1200-410-01120	SpEd Instructional Supplies	3,500.00	177.23	0.00	3,322.77
01-1200-410-01130	Gifted Program Supplies	4,400.00	1,320.96	0.00	3,079.04
01-1200-410-01140	CORR Life Skills Supplies	1,000.00	0.00	0.00	1,000.00
01-1200-410-01150	Behavior Support Supplies	600.00	0.00	0.00	600.00
01-1200-410-02120	Assessment Supplies	5,500.00	0.00	0.00	5,500.00
01-1200-410-03120	Enrichment Supplies	2,500.00	1,694.33	0.00	805.67
01-1200-410-04120	Remedial Supplies	304.00	0.00	0.00	304.00
01-1200-410-05120	Medical Supplies	3,000.00	3,429.05	0.00	(429.05)
01-1200-410-06120	ELL Supplies	79.00	0.00	0.00	79.00
01-1200-410-07120	SpEd Software/Supplies	2,000.00	0.00	0.00	2,000.00
01-2200-410-01220	Administrative Office Supplies	3,000.00	1,270.13	0.00	1,729.87
01-2200-410-02220	Report Cards	5,000.00	0.00	0.00	5,000.00
01-2200-410-04220	Copier Paper	6,000.00	1,941.60	0.00	4,058.40
01-2540-410-01254	Plant Floor Supplies	5,000.00	4,410.12	0.00	589.88
01-2540-410-02254	Plant Cleaning Supplies	2,000.00	611.20	0.00	1,388.80
01-2540-410-03254	Plant General Supplies	5,000.00	2,776.19	0.00	2,223.81
01-2540-410-04254	Plant Paper Supplies	10,000.00	3,241.24	0.00	6,758.76
01-2540-410-05254	Plant Lighting Supplies	1,300.00	0.00	0.00	1,300.00
01-2550-410-02254	Transportation Clean Supplies	150.00	0.00	0.00	150.00
01-2550-410-04254	Transportation Paper Supplies	200.00	0.00	0.00	200.00
01-2600-410-01260	Technology Elementary Supplies	2,043.00	762.43	0.00	1,280.57
01-2600-410-02260	Technology Middle School Suppl	4,085.00	871.07	0.00	3,213.93
01-2600-410-03260	Technology Arts Supplies	436.00	0.00	0.00	436.00
01-2600-410-04260	Technology Tech Ed Supplies	0.00	629.06	0.00	(629.06)
01-2600-410-05260	Technology Library Supplies	1,485.00	0.00	0.00	1,485.00
01-2600-410-07260	Technology Admin Supplies	6,258.00	166.95	0.00	6,091.05
01-2600-410-08260	Technology Subscriptions	25,000.00	5,515.87	0.00	19,484.13
	<b>**TOTAL** Supplies</b>	<b>133,984.00</b>	<b>35,895.02</b>	<b>0.00</b>	<b>98,088.98</b>
<b>Fuel</b>					
01-2540-411-00254	Plant Fuel	106,651.00	22,652.62	0.00	83,998.38
	<b>**TOTAL** Fuel</b>	<b>106,651.00</b>	<b>22,652.62</b>	<b>0.00</b>	<b>83,998.38</b>
01-2550-412-01255	Diesel	38,500.00	11,472.32	0.00	27,027.68
01-2550-412-02255	Gasoline	15,000.00	1,411.93	0.00	13,588.07
<b>Textbooks</b>					
01-1100-420-01000	Elementary Supplemental Texts	2,500.00	120.91	0.00	2,379.09

**Actual & Budgeted Expenses & Encumbrance**

Report Sequence: Object

Account: First thru Last

Report Period: July 2014 thru September 2014

Level Of Detail: Extra

Account Filter=01-####-###-####

Account Number	Account Description	Current Year Budgeted	Current Year Expenditure	Encumbrances	Balance Remaining
<b>General Fund (01)</b>					
01-1100-420-02000	Elementary Curriculum Upgrade	3,000.00	160.00	0.00	2,840.00
01-1100-420-04000	Elementary Periodicals	515.00	658.36	0.00	(143.36)
01-1101-420-01001	Middle School Supplemental Tex	2,500.00	1,861.75	0.00	638.25
01-1101-420-03001	Middle School Periodicals	350.00	744.07	0.00	(394.07)
01-1101-420-04001	Middle School Replacment Text	0.00	168.98	0.00	(168.98)
01-1101-420-05001	Middle School Curriculum Upgra	2,000.00	0.00	0.00	2,000.00
01-1103-420-00003	Art Textbooks	100.00	0.00	0.00	100.00
01-1200-420-00130	Specialized Text (NIMAS)	1,000.00	0.00	0.00	1,000.00
	<b>**TOTAL** Textbooks</b>	<b>11,965.00</b>	<b>3,714.07</b>	<b>0.00</b>	<b>8,250.93</b>
<b>Library Books</b>					
01-1107-430-01007	Library Books Grades K-4	1,783.00	79.90	0.00	1,703.10
01-1107-430-02007	Library Books Grade 5-8	1,783.00	0.00	0.00	1,783.00
	<b>**TOTAL** Library Books</b>	<b>3,566.00</b>	<b>79.90</b>	<b>0.00</b>	<b>3,486.10</b>
<b>Equipment</b>					
01-1100-540-00000	Elementary Equipment	350.00	0.00	0.00	350.00
01-1100-540-00013	Elementary Furniture	500.00	742.01	0.00	(242.01)
01-1101-540-00001	Middle School Equipment	350.00	0.00	0.00	350.00
01-1101-540-00014	Middle School Equip(furniture)	500.00	0.00	0.00	500.00
01-1103-540-01003	Music Equipment	1,290.00	0.00	0.00	1,290.00
01-1109-540-01009	Phys Ed Equipment	1,000.00	0.00	0.00	1,000.00
01-1200-540-01120	AT Equipment Rental	3,000.00	141.00	0.00	2,859.00
01-1200-540-02120	Adaptive Equipment	2,000.00	0.00	0.00	2,000.00
01-1200-540-03120	Sp Ed Technology Equipment	4,000.00	320.00	0.00	3,680.00
01-2200-540-01220	Copier Lease	33,419.00	6,574.46	0.00	26,844.54
01-2200-540-02220	Administrative Equip/Furn	200.00	796.51	0.00	(596.51)
01-2540-540-00254	Plant Equipment	6,000.00	3,570.99	0.00	2,429.01
01-2600-540-01260	Technology Elementary Equip	4,269.00	2,364.00	2,364.00	(459.00)
01-2600-540-02260	Technology Middle School Equip	3,025.00	0.00	0.00	3,025.00
01-2600-540-03260	Technology Admin Equip	1,400.00	2,259.00	0.00	(859.00)
01-2600-540-05260	Technology Network Equip	1,480.00	0.00	0.00	1,480.00
01-2600-540-06260	Technology SpEd/Support Equip	3,480.00	0.00	0.00	3,480.00
	<b>**TOTAL** Equipment</b>	<b>66,263.00</b>	<b>16,767.97</b>	<b>2,364.00</b>	<b>47,131.03</b>
<b>Dues &amp; Fees</b>					
01-1200-640-00120	SpEd Dues & Fees	700.00	150.00	0.00	550.00
01-1200-640-00130	SpEd Extra Curricular Fees	150.00	0.00	0.00	150.00
01-2200-640-01120	Character Dev Train & Material	2,000.00	0.00	0.00	2,000.00
01-2200-640-01220	Dues & Fees	7,675.00	7,742.00	0.00	(67.00)
01-2200-640-02220	Board of Education Expenses	1,000.00	0.00	0.00	1,000.00
01-2200-640-03220	Professional Development	9,000.00	1,400.00	0.00	7,600.00
01-2200-640-04220	Principal's Discretionary Fund	800.00	211.34	0.00	588.66
01-2200-640-05220	Medical/Screenings	1,299.00	328.40	0.00	970.60
	<b>**TOTAL** Dues &amp; Fees</b>	<b>22,624.00</b>	<b>9,831.74</b>	<b>0.00</b>	<b>12,792.26</b>
<b>Audit Adjustments</b>					
01-2200-700-99999	Miscellaneous	30,499.75	0.00	0.00	30,499.75
01-2700-700-00000	Operating Transfers Out-Cafe	500.00	0.00	0.00	500.00
	<b>**TOTAL** Audit Adjustments</b>	<b>30,999.75</b>	<b>0.00</b>	<b>0.00</b>	<b>30,999.75</b>
<b>General Fund (01) Totals</b>		<b>7,288,035.88</b>	<b>1,402,707.33</b>	<b>4,721,343.83</b>	<b>1,163,984.72</b>
<b>Totals Consolidated Funds</b>		<b>7,288,035.88</b>	<b>1,402,707.33</b>	<b>4,721,343.83</b>	<b>1,163,984.72</b>

Adford BOE  
10/16/14

<u>A/P Monthly Report</u>			
10/14/14 11:09			
<u>September 2014</u>			
<b>Object 200</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Reason</u>
Anthem Blue Cross Blue Shield	18,851.21	01-2200-200-01220	Period 7/1/14-9/30/14 Dental Insurance Premium
Connecticare Inc	76,806.56	01-2200-200-01220	Period 9/1/14-9/30/2014 Medical Insurance Premium
Connecticare Inc	93,810.58	01-2200-200-01220	Period 10/1/14-10/31/2014 Medical Insurance Premium
CIRMA	21,055.00	01-2200-200-02220	2nd QTR Workers Comp Insurance Premium
Sun Life Financial	2,590.45	01-2200-200-01230	Period 7/1/14-10/31/14 Group Life Insurance Premium
Total	\$213,113.60		
<b>Object 205</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Reason</u>
Department Of Labor	161.00	01-2200-205-03220	Unemployment Expense Period Ending 7/31/2014
Connecticare Inc	8,715.08	01-2200-205-04220	Period 9/1/14-9/30/14 Cert Retirement Medical Insurance Premium
Connecticare Inc	1,885.02	01-2200-205-04220	Period 10/1/14-10/31/14 Cert Retirement Medical Insurance Premium
Anthem Blue Cross Blue Shield	488.31	01-2200-205-04220	Period 7/1/14-9/30/14 Cert Retirement Dental Insurance Premium
Total	\$11,249.41		
<b>Object 312</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Reason</u>
Teachers College Reading & Writing Project	750.00	01-2200-312-02220	August Writing Institute
Institute For Educational Development	229.00	01-2200-312-02220	Seminar-Reading Interventions For Students Who Struggle K-5
Total	\$979.00		
<b>Object 319</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Reason</u>
Complete Payroll Solutions	426.40	01-2200-319-03220	8/29/14 & 9/18/14 Payroll Processing Fee
CPI	1,061.44	01-1200-319-02120	NCT Training
University Of Connecticut	500.00	01-1200-319-05120	Sept 2014 Physical Therapy Services
Horizons Inc	0.00	01-1200-319-06120	Behavior Therapy Services
Total	\$1,987.84		
<b>Object 321</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Reason</u>
Connecticut Light & Power	2,256.06	01-2540-321-00254	Period 8/8/14-9/9/14 Facility
Connecticut Light & Power	11.11	01-2540-321-00254	Period 8/1/14-9/2/14 Lamp Post
Constellation New Energy	2,248.42	01-2540-321-00254	Period 8/9/14-9/14 Facility
Total	\$4,515.59		
<b>Object 322</b>			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Reason</u>
Allstar Hardwood Floors	0.00	01-2540-322-11254	
A&A Office Systems Inc	190.00	01-2200-322-00220	Added New PC In Business Office To Scan
Aqua Pump Inc	428.00	01-2540-322-03254	August 2014 Maintenance
Columbia Environmental Lab	0.00	01-2540-322-03254	Drinking H2O Analysis 1st QTR

Adrian RBC  
10/16/14

Skips Wastewater Services Inc	3,000.00	01-2540-322-05254	Septic Tank Pumping (18,500 Gallons) Interior Grease Trap Maintenance
Kinsley Power Systems	684.30	01-2540-322-07254	Semi Annual Level 1 Service & Serviced Unit In Low H2O Temp
Gagne Electric	295.00	01-2540-322-07254	Material & Labor Charge For New Receptacle In Generator
Life Safety Service & Supply	0.00	01-2540-322-06254	Repairs to Emergency Lighting Replaced 6 Batteries
The Stuart L. White Company	231.00	01-2540-322-06254	Inspected Pyro-Chem Fire Suppression & Replaced CO2 Cartridge
Panade Electric	700.00	01-2540-322-04254	Additional Plug Mold Installation In Robotics Lab
Village Springs Distributor	95.00	01-2540-322-03254	H2O Delivery for Watercoolers Superintendent Office & Nurse
Willmaric Waste Paper	607.36	01-2540-322-01254	Sept 2014 Trash & Recycle Pickup Charge
<b>Total</b>	<b>\$6,230.66</b>		
<b>Object 323</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Reason</b>
Rayburn Music CT	50.00	01-1103-323-02003	Euphonium General Repair
RnB Enterprises Inc	79.00	01-2600-323-02260	Replacement Lamp For Powerlite 480 Epson
<b>Total</b>	<b>\$129.00</b>		
<b>Object 324</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Reason</b>
CIRMA	6,836.00	01-2540-324-00254	2nd QTR Plant Insurance Premium
CIRMA	6,836.00	01-2550-324-00255	2nd QTR Transportation Insurance
John M. Glover Agency	1,065.00	01-2200-324-00254	2014-2015 Renewal Premium
<b>Total</b>	<b>\$14,737.00</b>		
<b>Object 340</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Reason</b>
AT&T	389.56	01-2200-340-01220	Period 9/3/14-10/2/14 Telephone Expense
Stamps.com	765.99	01-2200-340-02220	Purchased Postage & Monthly Maintenance Fee
Voice New England	661.10	01-2200-340-01220	Period 10/1/14-12/31/14 Telephone Service QTR Fee & Warranty For Polycom
<b>Total</b>	<b>\$1,816.65</b>		
<b>Object 370</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Reason</b>
Manchester Memorial Hospital	0.00	01-1200-370-01120	SpEd Outplacement Tuition
Natchaug Hospital	1,854.00	01-1200-370-01120	Period 8/27/14-8/29/14 SpEd Outplacement Tuition
Big Y Foods Inc	0.00	01-1200-370-03120	Supplies For Summer School Food & Instructional
Natchaug Hospital	4,378.00	01-1200-370-03120	Summer School Tuition
<b>Total</b>	<b>\$6,232.00</b>		
<b>Object 390</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Reason</b>
Gary's	0.00	01-2550-390-01255	
Airgas USA LLC	117.70	01-2550-390-01255	Refill Ar Tank For Welding
Bus Parts Warehouse	199.19	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Gates-Buick-Nissan	166.42	01-2550-390-01255	Purchased Parts For The Mid Bus
Gagne Electric	1,500.00	01-2550-390-01255	Time & Material Charge To Replace Bus Block Heater
Lawson Products Inc	578.80	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Top Line Supplies	0.00	01-2550-390-01255	
Mansfield Supply	0.00	01-2550-390-01255	
Minuteman Press	816.61	01-2200-390-02220	Open House Brochures (Pre-K - 8th Grade) & Band
Napa Auto Willmaric	576.74	01-2550-390-01255	Purchased Parts For Both Buses And Vans

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Nutmeg International Trucks	681.59	01-2550-390-01255	Serviced Buses & Purchased Parts For Buses
Rawson Manufacturing Inc	559.34	01-2550-390-01255	Purchased Sheet Metal & 12" Channels 24" Channels
Shipman's Fire Equipment Company Inc	352.60	01-2550-390-01255	Annual Inspection Of All Bus Fire Extinguishers ( Hydrotect & Recharge)
Pete's Tire Barns Inc	0.00	01-2550-390-01255	
Amazon	0.00	01-2550-390-01255	
<b>Total</b>	<b>\$5,528.99</b>		
<b>Object 410</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Reason</b>
Amazon	3.68	01-2200-410-01220	Bracelet Keychains For Substitutes Keys
Amazon	181.99	01-2540-410-03254	3x15" Gray Carpet Mat Pro Non Skid For Computer Lab
Amazon	113.46	01-1200-410-03120	Foil Table Pans, Plastic Cups K.A.L.A.S Bowl, Crayola Color Sticks
Amazon	384.43	01-2600-410-04260	Microphones, SanDisk Storage, 19MP Canon Camera, iPad Trip Mount, Headphones
Amazon	140.00	01-1200-410-05120	Large Silver Emergency Blankets 87"x59" For Safety & Security Plan
Amazon	168.20	01-1101-410-02001	#20 The Book Thief Paperback Books
Amazon	177.23	01-1200-410-01120	Book Rack, Lime Vinyl Bean Bag Chairs & 10 Drawer Rolling Organizer
Make Music	22.00	01-1103-410-04003	SmartMusic School Practice Room Subscription
Make Music	22.00	01-1103-410-03003	SmartMusic School Practice Room Subscription
Kendall Hunt	555.46	01-1200-410-01130	Mentoring Mathematical Minds-Gifted Supplies
Home Depot	65.00	01-2540-410-03254	#3 Pack 12 Led Flashlights For Safety & Security Plan
American Time	201.94	01-2540-410-03254	Purchased # 10 STK Slim Clocks 12" Black Quartz
CF Medical Inc	145.00	01-1200-410-05120	(LMnO2) Battery for Medical Equipment
Educational Innovations Inc	1,106.82	01-1200-410-03120	Replenished Science Supplies-Experiments
Giggle Net Inc	1,884.00	01-2600-410-08260	Period 8/1/14-7/31/15 Google Integration Email Service & Archiving
Hillyard Rovic	184.90	01-2540-410-01254	Green Select Floor Stripper
JW Pepper & Son Inc	633.99	01-1103-410-04003	Band Sheet Music
Mansfield Supply Inc	54.78	01-2540-410-03254	Wasp & Hornet Spray, Yard Fogger
Home Depot	23.59	01-2540-410-03254	Sheet Metal, Corner Braces & Anchor Kit w/screws
Home Depot	460.85	01-2540-410-03254	72"x48" White Black Out Shade & Materials To Build Nurse's Office Closet
Home Depot	779.94	01-2540-410-03254	Wasp & Hornet Killer, Blackout Shades, Mirror& Materials for Closet
Home Depot	161.26	01-2540-410-03254	AA 36 Pack Of Energizer Batteries & Shelving Materials
RnB Enterprises Inc	47.50	01-2600-410-02260	Comprehensive Pro Series HDMI High Speed Cable 20'
RnB Enterprises Inc	875.00	01-2600-410-08260	Smart Notebook Advantage 1 Year Site License
Really Good Stuff Inc	188.78	01-1100-410-01000	Quiet Foot Covers
Really Good Stuff Inc	41.54	01-1100-410-04000	Zaner Bloser Cursive Vinyl Desktop Helpers & Word Wall Cards
School Specialty	15.74	01-1100-410-09000	Paint Tempera Cake Secondary Color Assorted Set Of 6
School Specialty	14.07	01-1100-410-01000	Push Pete The Cat Doll 14(1/2)"
Teacher Direct	6.19	01-1100-410-01000	Assorted Paw Power Pencils 12 Pack
Teacher Direct	24.25	01-1100-410-02000	Level Readers Theater Grade 2
Zazzle Inc	16.59	01-1200-410-05120	Emergency Kit Labels For Safety & Security Plan
WB Mason	101.80	01-2540-410-03254	ADA Employee Must Wash Hands Signs
WB Mason	732.60	01-2200-410-01220	Clear Wall Pockets For Classrooms and Common Areas
WB Mason	1,941.60	01-2200-410-04220	Copy Paper QTY#80 Boxes 92 Bright 8(1/2)" x 11"
WB Mason	783.22	01-1101-410-01001	5th Grade Supplies Binders, Pens, Sharpies & Sparkler Stickers
WB Mason	32.52	01-1101-410-03011	5th Grade Supplies- Math Stickers
WB Mason	97.77	01-2200-410-01220	Essel Post-It Self-Stick Wall Unruled For Retreat & Base Proong Folder Fasteners
West Music	861.90	01-1103-410-03003	Footnotes Rug 7' 7". Remo African Drum, Erasable Lap Boards & Music Books
Hillyard Rovic	1,812.44	01-2540-410-04254	Gargabe Bags, Facial Tissue & Bath Tissue
Hillyard Rovic	611.20	01-2540-410-02254	Vinyl Gloves Large & Medium, Household Bleach & Re-Juv-Nal Neutral Disinfectant
Hillyard Rovic	354.52	01-2540-410-03254	Antiseptic Hand Soap, Ocean Breeze Neutrale & Drain Maintainer
Hillyard Rovic	222.00	01-2540-410-01254	Aerosol Dust Mop Treatment & Mop Wet Blend Looped Ends
USI Education & Government Sales	237.79	01-1107-410-01007	4 Rolls Of Standard Laminat Film 1.5 Mil 27" Core 1"

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CCI	215.00	01-1200-410-01130	FY 14-15 Odyssey Of The Mind Membership & 4 Packs Of Balasa Wood
FPSP Of CT Inc	470.00	01-1200-410-01130	Gifted Team Registration- 3 Teams Total Global Issues
FPSP	80.50	01-1200-410-01130	Gifted Supplies- RR, R, Q & A Binders
Drude Informatique Inc	560.00	01-2600-410-08260	Typing Pal Online Subscription
GIA Publications Inc	196.78	01-1103-410-03003	First Steps In Music Preschool & Beyond Bundle & Sheet Music
Make Music	118.00	01-1103-410-04003	Smart Music Educator Subscription
Make Music	22.00	01-1103-410-03003	Smart Music Educator Subscription
Moore Medical	116.29	01-1112-410-02012	First Aid Kit, Adhesive Bandages & Instant Cold Packs For Cross Country Team
Really Good Stuff Inc	244.63	01-2600-410-04260	Smart Stand Laptop Desk
Scholastic Inc	50.00	01-1100-410-02000	50-Book Collection Grades 3-4
School Specialty	139.59	01-1100-410-01000	Beads, Jumbo Sticks, Magnet Tape & Feathers
School Specialty	36.60	01-1100-410-03000	Base Ten Hands-On Soft Set
School Specialty	6.04	01-1100-410-09000	Penel Pastels Oil Set Of 12
School Specialty	68.78	01-1101-410-01001	Envelope Communication Kids At Work Folders
Teacher Created Resources	25.97	01-1100-410-04000	Foam Reading Comprehension Cubes & Foam Retell A Story Cubes
<b>Total</b>	<b>\$18,839.72</b>		
<b>Object 411 &amp; 412</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Reason</b>
Dime Oil LLC	21,685.27	01-2540-411-00254	Plant Heating Oil 7220 0 Gallons
Dime Oil LLC	0.00	01-2550-412-01255	5000 0 Gallons Diesel For BOE, DPW & Fire Dept Use
Amerigas	967.35	01-2540-411-00254	8/28/14 Delivery (C3H8) 432.7 Gallons
Wex Bank	410.23	01-2550-412-02255	Period 7/31/14-8/20/14 Gasoline For SpEd Vans, Mechanic & Plant Power Tools
<b>Total</b>	<b>\$23,062.85</b>		
<b>Object 420</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Reason</b>
Amazon	168.98	01-1101-420-04001	#10 Replacement Beginning Algebra Textbook w/cd rom
Pearson Education Inc	0.00	01-1100-420-01000	Language Arts Phonics Books
Scholastic Inc	0.00	01-1100-420-04000	FY 2014-2015 Scholastic News Grades 1-3 Subscription
Scholastic Inc	0.00	01-1101-420-03001	FY 2014-2015 Scope & Jr Scholastic Subscription
Time For Kids	0.00	01-1101-420-03001	FY 2014-2015 5th-6th Grade Subscription
Houghton Mifflin Harcourt Publishing	0.00	01-1101-420-01001	Story Town Spelling Practice Books
<b>Total</b>	<b>\$168.98</b>		
<b>Object 430</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Reason</b>
The Mailbox Yearbook	79.90	01-1107-430-01007	13-14 YBK Primary Grades Pre-K, 2nd & 3rd
<b>Total</b>	<b>\$79.90</b>		
<b>Object 540</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Reason</b>
American School For The Deaf	141.00	01-1200-540-01120	Audiology Equip Rental
Home Depot	698.00	01-2540-540-00254	#2 Wall Air Conditioner 12,000 BTU For Both Computer & Robotics Lab
Home Depot	880.99	01-2540-540-00254	Bever Edge Clip Corner Counter Top For Robotics Lab
General Maintenance Supply LLC	320.00	01-1200-540-03120	Walker White Board WR44 (112)" For SpEd
WB Mason	742.01	01-1100-540-00013	Hon Light Grey Vertical File Cabinet QTY #2 & Light Grey Bookcase QTY #1
WB Mason	796.51	01-2200-540-02220	Desk, Office Chair, Mat & Conference Table For Main Office
De Lage Landen	1,833.00	01-2200-540-01220	Period 8/15/14-9/14/14 Copier Lease Monthly Contract Fee
AA&A Office Systems Inc	0.00	01-2200-540-01220	Period 5/7/14-8/14 Contract Copy Charges

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<b>Total</b>	<b>\$5,411.51</b>		
<b>Object 640</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Reason</b>
Dizzee's Pastry Shoppe	94.50	01-2200-640-04220	Sandwiches For New Teacher Training
Goodwin College	1,000.00	01-2200-640-01220	10 Month Annual Forum Membership Fee
Goodwin College	500.00	01-2200-640-03220	Retreat 3 Day 2 night Forum Meeting
COSTA	143.00	01-2200-640-01220	CT Motor Vehicle Records For Bus Drivers
COSTA	335.00	01-2200-640-01220	Period 10/1/14-9/30/15 Annual Membership Dues
CPI	150.00	01-1200-640-00120	Period 10/23/14-10/23/15 Annual Membership Fee
Quinebaug Valley Jr. Conference	400.00	01-2200-640-01220	League Dues-Cross Country, Soccer, Basket Ball, Base Soft Ball, & Track & Field
Fitness Finders	116.84	01-2200-640-04220	Supplies For 5th & 6th Grade Mileage Club
Vernon Walk In Medical Center	145.00	01-2200-640-05220	1- Bus Driver Yearly Physical & Drug Screen
<b>Total</b>	<b>\$2,884.34</b>		
Report Total	316,967.04		
BMSI Total	316,967.04		
<b>Variance</b>	<b>\$0.00</b>		
<b>1099 Vendors- Paid Through Payroll</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Reason</b>
Michele Fesemeyer	5,752.24	01-1200-319-03120	Sept 2014 Occupation Therapy Services
Sarah Hodgson	3,800.00	01-1200-319-06120	Sept 2014 Behavioral Therapy Services
Shipman & Goodwin LLP	0.00	01-2200-319-01220	
Internet Safety Concepts LLC	900.00	01-2200-640-03220	9/22/14 Parent Presentation For Internet Safety
Kenneth Strick	135.00	01-1103-323-02003	Yamaha Piano Tuning A 440 Music Room
Amy Vasington	3,586.41	01-1200-319-01120	Sept 2014 Speech Services
Deborah Babela	467.50	01-1200-370-03120	Summer 2014 PT Services
Sarah Hodgson	1,377.50	01-1200-370-03120	Summer 2014 Consultation Services
<b>Total</b>	<b>\$16,018.65</b>		

**Pamela M. King**

## **Objective**

Looking for a position as a secretary where I may utilize my skills to support clerical and secretarial work of the school in an efficient way.

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## **Employment Experience**

### **Anthropologie**

(High-end retail store for women's clothing, home décor, known for their customer service and creative merchandising)

**June 2011 - Current**

#### **Visual Sales Associate**

- Working as an assistant to the Display Coordinator and Visual Merchandising manager to create inspirational and pleasant shopping environment. Targeting a specific customer base to increase sales.
- Working with customers on the sales floor creating relationships to increase our consumer base and customer retention.
- Managing stock level maintenance, product knowledge communication, maintaining store standards and analyzing sales data.

### **Vida Doce LLC**

**June 2009 - May 2011**

(Award winning pastry shop located in Central Connecticut)

#### **Pastry Chef**

- Assisted in the bakery's opening, menu planning, and marketing.
- Full time position cake decorating, preparing, baking, packaging, pricing, and merchandising baked goods.
- Informed customers about our bakery products and creating ways to increase sales of the bakery products.
- Working with customers on custom orders and deliveries.
- Working with food distributors to order products and customize the menu.
- Coordinated sales strategies to target key accounts.

### **The Can-Dance Studio**

**January 2007- June 2011**

- Greeted visitors and provided information requested.
- Prepared and supervised children before and after class.
- Created and maintain spreadsheets.
- Performed light bookkeeping tasks.
- Collected and record payments.

- Answered telephone calls and verified information.

### **Highland Park Market**

**May 2005 to June 2009**

#### **Baker**

- Full time position cake decorating, preparing, baking, packaging, pricing, and merchandising baked goods.
- Informed customers about our bakery products and creating ways to increase sales of the bakery products.

### **Education**

**Eastern Connecticut State University, Willimantic, CT B.A., Visual Arts, Fall 2011**  
Concentration in Sculpture, Minor in Communications. Magna Cum Laude / GPA 3.73

**Manchester Community College, Manchester, CT A.S General Studies, Spring 2009**

**Bolton High School, Bolton, CT Graduate, May 2007**

### **Skills / Strengths**

- Successful leader with strong team building management skills.
- Professional demeanor and attentive to detail.
- Comfortable and confident public speaker; able to motivate others to action.
- Highly organized able to multi-task and accomplish multiple objectives.
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook.