

Ashford Board of Education
Ashford, Connecticut

Meeting Agenda
April 16, 2015

7:30 pm

Ashford School

District Office Conference Room 14

1. Call To Order
2. Persons to be Heard
3. Communications
4. Approval of Minutes: 03/19/15; 03/26/15
5. Distribution of Administrative Reports
6. New Business
 - a. Donations to Ashford School
 - b. Decommission of School Bus from Service
7. Old Business
 - a. FY 16 Budget
 - b. MEUI Negotiations Update
8. Next Meeting Date/Agenda Items
9. 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 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 (2); Supt. Report, Donors Choose report; scholarship donation memo

Ashford Board of Education
Meeting Minutes – March 19, 2015

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

Vice Chair K. Rourke called the meeting to order at 7:37 PM. Present were K. Warren, K. Rourke, J. Mozeiko, J. Lippert, L. Donegan and D. Wesson. Also present were Superintendent J. Longo, Principal T. Hopkins (8:40 pm) and recording secretary J. Barsaleau. Chair J. Rupert was not present as he was in attendance at the Ashford Board of Finance meeting. There was no audience present.

Persons to Be Heard

None

Communications

J. Rupert left two communications with the recording secretary for distribution. A letter from the auditing firm of Mahony Sabol related to the Board of Education's response to FY 14 internal controls, and a memo from CAGE containing Lobbying Tip Cards for the members of the board. Vice-Chair K. Rourke read the communication from the auditor.

Motion made by K. Warren to amend existing policy and/or regulation as necessary to indicate that a review of purchases initiated by, or for the benefit of the Superintendent, will occur monthly as a part of the board's normal review of accounts payable, expenditure and reconciliation reports received. Motion seconded by L. Donegan and carried unanimously.

Approval of Minutes: 02/19/2015

Motion made by L. Donegan to approve the regular meeting minutes of 02/19/2015, motion seconded by D. Wesson. It was noted that J. Lippert and K. Warren's name appeared as present at roll call and also absent. The minutes will be corrected to reflect their absence. The motion carried as corrected with two abstentions (J. Lippert and K. Warren).

Motion made by J. Lippert to add item 4.5 to the agenda, approval of the special meeting minutes of 02/26/2015. Motion seconded by D. Wesson and carried unanimously.

Motion made by K. Warren to approve the special meeting minutes 02/26/2015, motion seconded by D. Wesson and carried with one abstention (J. Lippert).

Distribution of Administrative Reports

Included in the board packet for this meeting were reports from the Superintendent, Principal and Director of Pupil Personnel. They also received monthly financial reports and a memo from the business office. Dr. Longo reviewed his report with the board and discussed with them a meeting that he had earlier in the day with a business office consultant, W. Garrett Miller, d/b/a GLLC Services. Mr. Miller has extensive experience in public school finance, facility operations and school business management. Mr. Miller is available for engagement for business office oversight as stated in the posting included in this agenda packet.

Motion made by D. Wesson to authorize the Superintendent to expend not more than \$3,000 to engage GLLC Services for business office oversight for the remainder of FY 15. Motion seconded by J. Lippert and carried unanimously.

The Principal's report was reviewed with the board expressing their excitement of all that is and has been happening at Ashford School.

The Director's report contained information that a new student with significant needs will be moving into the district within the next couple of weeks.

Principal T. Hopkins joined the meeting (8:40 pm)

New Business

a. Staff Resignation

Dr. Longo received a resignation, effective immediately, from custodian Andrew Nichols for personal reasons.

Motion made by J. Lippert to accept the resignation of Andrew Nichols. Motion seconded by J. Mozeiko and carried unanimously.

Dr. Longo reported that this vacancy is to be discussed prior to the April 2nd meeting.

Old Business

a. FY 16 Budget Worksession (if necessary)

As there has been no action to reduce the Board of Education's budget thus far, the board held a general discussion about the FY 16 budget, the process to date, next steps and reviewed the Town budget calendar. The Board of Finance will meet on Thursday March 26th and if any reductions are to be made to the Board of Education budget, it will be at that meeting. With this in mind members agreed to hold be a special meeting of the Board of Education for the same evening. Tentatively, the meeting time will be posted for 8 pm, pending consultation with the chair.

Second Opportunity for Public Comment

None

Next Meeting Date/Agenda Items

The next regular meeting will be April 2nd.

Adjournment

Motion to adjourn the meeting at (9:22 pm) made by D. Wesson seconded by L. Lippert and carried unanimously.

Recorded by:

Jennifer Barsaleau
Recording Secretary

Approved by the Ashford Board of Education:



Connecticut Association of Boards of Education, Inc.

81 Wolcott Hill Road, Wethersfield, CT 06109-1242 - (860) 571-7446 - Fax (860) 571-7452 - Email admin@cabe.org

To: CABE Member Board Chairs

From: Patrice A. McCarthy, Deputy Director and General Counsel
Sheila McKay, Sr. Staff Associate for Government Relations

Date: February 16, 2015

Re: Lobbying Tip Cards

CABE asks you to pass these Lobbying Tip Cards along to your fellow board members in hopes that it will facilitate a conversation about the importance of advocacy. We urge you to invite your legislators to one of your board meetings so that they can best advocate for you at the Legislature.

The Education Committee public hearing dates are February 25, March 4, and March 11. When we know what bills will be heard, we will email our Advocacy Highlights. Typically we get only five days notice.

Please mark your calendars for March 25th - CABE's Day on the Hill. Put your advocacy skills into practice!!

To contact your legislators, invite them to your board meeting and also to make your lobbying appointments for March 25th:

Senate Democrats	(860) 240-8600	1-800-842-1420
Senate Republicans	(860) 240-8800	1-800-842-1421
House Democrats	(860) 240-8500	1-800-842-1902
House Republicans	(860) 240-8700	1-800-842-1423

Or use the legislative website to email your legislators at www.cga.ct.gov and click on "representation".

If you need assistance in any way with lobbying your legislators let us know. We work best for you when we work together!

Enclosures

Websites of Interest

www.cabe.org

Connecticut Association of Boards of Education
check out our advocacy tab!

www.sde.ct.gov

Connecticut State Department of Education

www.cga.ct.gov

Connecticut General Assembly

www.nsba.org

National School Boards Association

www.ctcapitolreport.com

political headlines

www.ctnewsjunkie.com

political news

www.ctmirror.com

political news



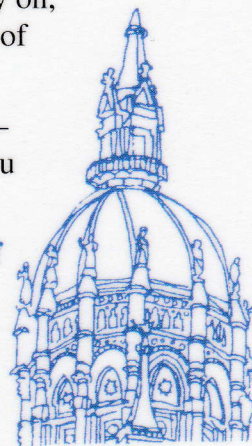
***Mission:** To assist local and regional boards of education in providing high quality education for all Connecticut children*

through effective leadership.

***Vision:** CABE is passionate about strengthening public education through high-performing, transformative local school board/superintendent leadership teams that inspire success for each child.*

Tips for Effective Lobbying

- **Research your members of the Connecticut General Assembly (CGA)** – what committees are they on, were they on their board of education or council
- **Develop Relationships** – establish them **before** you need them
- **Invite your members of the CGA to a board meeting** – they don't all serve on the Education Committee so you are a valuable resource
- **Set your priorities** – just mention a couple of issues
- **Lobby with your real life experiences** – tell them how a state program is being implemented in your district
- **Don't overdo your lobbying** – short and sweet
- **Shore up lobbying allies** – if you know there are other districts, with a similar issue, it can be persuasive
- **Don't forget the media** – when appropriate they can further an issue, but be prepared with facts
- **Always be positive** – the issue may be a problem but the person doesn't have to be
- **Everyone like a pat on the back** – give thanks for support!



March 17, 2015

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

RE: Board of Education Response to Auditor's Fiscal Year
Fiscal Year 2014 Letter on Certain Internal Control Related Matters

Dear Ms. Silver-Smith,

In your position as the Chair of the Board of Finance for the Town of Ashford, you have requested that Mahoney Sabol & Company, LLP provide a letter as to whether or not the response provided by the Acting Superintendent of the Ashford Public Schools in her letter to you dated November 24, 2014 would address our audit finding over the Board of Education's purchasing policies and procedures. This finding was reported in our *Letter on Certain Internal Control Related Matters*, which was issued as part of our audit of the Town's basic financial statements as of and for the year ended June 30, 2014.

The Purchasing Policy that was adopted by the Board of Education on November 7, 2013, incorporates different levels of authorizations based on the dollar value and type of contract. A lack of segregation of duties over purchasing may exist under the Purchasing Policy for any purchases that are both initiated and authorized by the Superintendent. In her letter dated November 24, 2014, the Acting Superintendent's response to our finding regarding the lack of segregation of duties over purchasing stated:

"Although we currently do not have in place a policy requiring an additional level of approval for purchases initiated by the Superintendent, we do however follow communicative best practices which include monthly financial reporting to the Board of Education as well as the Superintendent's monthly report which has included proposed spending plans, purpose of expenses and priorities. The authority of the Board of Education, as well as the district staff, is the additional levels that ensure that any purchases initiated by the Superintendent are within the reasonable educational needs, and are for the benefit of the school community and the families of Ashford".

Segregation of duties is important to designing an effective internal control structure as it reduces the risk of both erroneous and inappropriate actions. In order to achieve adequate segregations of duties over purchasing, the person who requisitions the purchase of goods and services should not be the person who approves the purchase. When these functions cannot or are not separated, a compensating control should be implemented to minimize the increased level of risk. Although the response by the Acting Superintendent discusses supervisory level reviews that are performed, such as monthly financial reporting and the Superintendent's monthly report, these reviews may not be at the level of detail that would compensate for the lack of segregation of duties and, therefore, may not reduce the risk to an acceptable level.

To the extent that segregation of duties cannot be achieved, the Board of Education should consider implementing an independent supervisory review of all or a sample of the transactions (depending on volume of transactions and level of risk) initiated by the Superintendent on a regular basis to identify, investigate and correct potential improper or erroneous transactions, if any. This review could be performed by either a member of the Board of Education or by another member of the Town's management, including the Town Treasurer or First Selectman. In addition, the Board of Education could consider engaging an external firm to perform an agreed-upon procedures engagement over areas deemed to be of greatest risk.

We appreciate the opportunity to be of assistance to Town, and would be happy to discuss the above matter further at your request.

Sincerely,



Michael VanDeventer
Partner

Cc: Mr. James Rupert, Chairman, Ashford Board of Education
Ms. Cheryl Baker, Treasurer, Town of Ashford
Mr. Michael Zambo, First Selectman

William Garrett Miller, Jr.

7 East Hill Road, Canton, CT 06019-2418

gllcservices@mac.com

Home (860) 352-2512

Mobile (860) 690-1008

eFax (860) 760-6364

An innovative leader, I seek leadership challenges in the school business consulting arena that will enable student academic excellence and central office efficiency. A career forged in public service drives me to pursue new opportunities to strengthen and broaden my professional career. Always a team player, I strive to create strong collaborative relationships with town hall and school district staff, fellow administrators, and business colleagues.

EDUCATION

- 1970 Dartmouth College, BA Psychology
- 1978 US Naval Postgraduate School, Aviation Safety
- 1980 Golden Gate University, MBA Financial Management
- 1996 Rensselaer Polytechnic Institute, MS Computer Science

EXPERIENCE

2005 to Present – Consultant and Interim School Business Administrator

- **Columbia Public Schools** – Mar-May 2014 – Financial Forecast and Analysis
- **Eastford School** – Jan-Feb 2013 – Payroll/Accounts Payable – Consulting Services
- **East Granby Public Schools** – 2013 – 2014 – School Construction Project Closeouts
- **Watertown Public Schools** – July 2012 – September 2012 – Interim Business Manager
- **South Windsor Public Schools** – October 2011 – June 2012 – Interim Business Manager
- **Lebanon Public Schools** – April 2011 – Sept 2011 – Interim Business Manager
- **CT Dept of Education** – October 2010 – May 2011 – Windham PS Quality Review Team
- **Preston Public Schools** – July 2009 – Sept 2011 – Interim Business Manager
- **Norwalk Board of Education** – 2009-Present – End of year Financial Reporting (ED001)
- **Borough of Naugatuck** – February 2009 – July 2009 – School Construction Project closeouts
- **Watertown Public Schools** - August 2008 – June 2009 – Interim Business Manager
- **Orange Public Schools** – June 2008 – August 2008 – Interim Business Manager
- **West Haven Public Schools** – July 2007 – July 2008 – Interim Business Manager
- **Regional School District #17** – May 2008 – Sept 2011 – School construction project audit
- **Regional School District #4** – January - June 2007 – Interim Business Manager
- **Winchester Public Schools** – April 2006 – May 2007 – Interim Business Manager
- **Lincoln RI Public Schools** – District admin reorganization and financial systems review
- **Wethersfield Public Schools**
 - July 2005 - May 2006 – Interim Director of Business Services
 - July 2006 – April 2010 - School construction project closeouts
- **Weston Public Schools** – Utility analysis, MUNIS account creation and budget set-up, teacher contract salary analysis, long-range budget forecast
- **East Haddam Public Schools** – Central Office organization and staffing study

1992 to 2005 Business/Facilities Manager, Canton Public Schools

- Administered and performed all school business functions – accounting, budget development and execution, transportation, food service, facilities, contracting, personnel, labor negotiations, and technology. As the senior district administrator during the period of numerous Superintendent

turnovers, I provided invaluable guidance and assistance to both the new and interim Superintendents as well as assuming additional responsibilities.

- Designed and organized a budget document which provided a broad context for the educational programs in the Town of Canton. The document closely followed the ASBO Meritorious Budget Award guidelines.
- Developed a **five-year budget projection model**, which was used in concert with a 10-year model proposed for the Town government.
- Served as Director of Technology through 2001. Wrote the district technology plan and grant application - **awarded \$248,000** for infrastructure wiring/network. Designed the district's Wide Area Network. Coordinated all district level technology procurement and infrastructure support. Instituted a district level technology roundtable. Designed and implemented the district's website and collaborative intranet environment. Continue to provide guidance on technology.
- Managed the Town of Canton **medical self-insurance program**. Created funding mechanism and claims cost tracking tool, which has ensured adequate funding and low renewal rates.
- Shepherded school renovation/addition, school closing, and school alteration projects.

1990 to 1992 Travelers Insurance, Information Systems

- Software maintenance and development for Personal and Commercial Lines

1970 to 1990 United States Navy, Naval Aviator, Lt. Commander

- Aviation Technical Advisor on the staff of the Royal Navy Flight Safety Center, Yeovilton, England. Authored and edited numerous articles for the Royal Navy's quarterly flight safety magazine, Cockpit, regarding aviation safety matters. Made high impact presentations to a wide variety of audiences throughout the United Kingdom on aviation safety and accident prevention practices. Produced two films on aviation safety.
- Budget Officer responsible for a **\$2 billion operating budget** to the Commander, Naval Air Force, US Atlantic Fleet. Oversight of 15 financial managers with responsibilities for 20 Navy/Marine Air Stations, 7 aircraft carriers and over 150 Navy/Marine aircraft squadrons. Achieved a high level of success in forecasting, justifying and obtaining funds by personal attention and contact with funds managers at all levels of the Department of the Navy, including Congressional staff, GAO auditors and other public officials.

PROFESSIONAL/CIVIC ASSOCIATIONS

CT Association of School Business Officials: President 1998-99, Board of Directors – 4 terms

Association of School Business Officials International, ASBO Meritorious Budget Award Reviewer 18yrs

Canton Lions Club, Past-President, Board of Directors

Canton Sam Collins Day, Steering Committee, since 1994

Canton Chamber of Commerce – President 2010-2012

Canton Charter Revision Commission – Vice-Chair – Charter Revision passed Nov 2009

Canton Temporary Committee on Information Technology – Chair – April 2010-March 2012

Farmington Valley Trails Council – Membership Chair, Board of Directors

Rotary Club of Avon-Canton – Webmaster, President-Elect 2015-16

Seniors Job Bank – Canton Town Coordinator

REFERENCES

Available upon request

Ashford Board of Education
Special Meeting Minutes – March 26, 2015
8:00 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 Board of Education will call its Special Meeting to Order at Ashford School Upon Budget Action Taken at the Board of Finance Meeting, or the Conclusion of that Meeting, whichever occurs first.*

Call To Order

Board chair J. Rupert called the meeting to order at 10:06 pm. Present were J. Rupert, D. Wesson, J. Lippert, K. Rourke, J. Mozeiko and K. Warren. Also present were Superintendent Dr. J. Longo, Principal T. Hopkins. Present in the audience was resident S. Morytko and AEA members P. Hills, K. Mielniczuk and J. Lindsay. Unable to attend was board member L. Donegan.

Public Comment

None

Review and Discussion of FY 16 Ashford BOE Budget

The Board discussed the action taken by the Board of Finance to reduce the FY 16 Ashford School budget by \$176,000. The Superintendent distributed copies of a letter sent to the Board of Finance notifying them of a recently enrolled student with special needs and a worksheet identifying lines within the previously approved FY 16 budget that could be considered for reduction.

FY 16 Budget Worksession (If Necessary, Action Anticipated)

Dr. Longo informed the board that he has verbal notification from two staff members who have stated their intent to retire at the end of this school year; one of these notifications came today. After final review of the information at hand, a Motion was made by J. Rupert to accept the reductions as listed in the Superintendent's 2015-2016 worksheet, with the exception of item one, with the understanding that an additional staff member had announced their possible intent to retire today. Motion seconded by D. Wesson and carried with one abstention (K. Rourke).

Adjournment

Motion made by J. Rupert to adjourn the meeting (10:53 pm), seconded by K. Warren and carried unanimously.

Recorded by:

Kay M. Warren
Secretary, Ashford BOE

Approved by the Ashford BOE:

ASHFORD SCHOOL
SUPERINTENDENT'S WORKSHEET
POSSIBLE 2015-2016 REDUCTIONS

ITEM ACCOUNT NUMBER & DESCRIPTION	FROM BUDGET AMOUNT	TO BUDGET AMOUNT	TOTAL REDUCTION
6TH GRADE TEACHER SALARY & BENEFITS			\$ 70,333
01-1101-111-00001 MIDDLE SCHOOL CERT STAFF	\$ 720,508	\$ 660,358	\$ 60,150
01-2200-200-01220 MEDICAL/DENTAL INSURANCE	\$ 962,719	\$ 955,539	\$ 7,180
01-2200-200-01230 GROUP LIFE INSURANCE	\$ 10,109	\$ 9,978	\$ 131
01-2200-205-01220 SOCIAL SECURITY/MEDICARE	\$ 179,151	\$ 178,279	\$ 872
01-2200-205-04230 CERTIFIED OTHER BENEFITS	\$ 89,600	\$ 87,600	\$ 2,000
REDUCE AFTER-SCHOOL PROGRAM			
01-1112-112-02012 EXTRACURRICULAR	\$ 26,000	\$ 20,000	\$ 6,000
REDUCE TEACHERS' BUDGET SUPPLY			\$ 14,469
01-1100-410-01000 ELEM. GENERAL SUPPLIES	\$ 6,192	\$ 5,000	\$ 1,192
01-1100-410-02000 ELEM. READING SUPPLIES	\$ 2,085	\$ 350	\$ 1,735
01-1100-410-03000 ELEM. MATH SUPPLIES	\$ 1,490	\$ 150	\$ 1,340
01-1100-410-05000 ELEM. HEALTH SUPPLIES	\$ 250	\$ 100	\$ 150
01-1101-410-01001 MIDDLE SCH. GENERAL SUPPLIES	\$ 6,102	\$ 4,000	\$ 2,102
01-1101-410-03001 MIDDLE SCH. MATH SUPPLIES	\$ 600	\$ 250	\$ 350
01-1101-410-04001 MIDDLE SCH. READING SUPPLIES	\$ 500	\$ 250	\$ 250
01-1101-410-05001 MIDDLE SCH. SCIENCE SUPPLIES	\$ 2,000	\$ 600	\$ 1,400
01-1104-410-00004 WORLD LANGUAGE SUPPLIES	\$ 700	\$ 350	\$ 350
01-1109-410-01009 PHYS ED SUPPLIES	\$ 1,200	\$ 600	\$ 600
01-1109-410-02009 HEALTH SUPPLIES	\$ 500	\$ 250	\$ 250
01-1103-410-01003 ART SUPPLIES	\$ 2,000	\$ 1,500	\$ 500
01-1103-410-03003 CHORAL SUPPLIES	\$ 2,000	\$ 1,000	\$ 1,000
01-1103-410-04003 BAND SUPPLIES	\$ 2,000	\$ 1,000	\$ 1,000
01-1200-410-03120 ENRICHMENT SUPPLIES	\$ 2,500	\$ 1,250	\$ 1,250
01-2600-410-04260 TECHNOLOGY TECH ED SUPPLIES	\$ 1,000	\$ 500	\$ 500
01-1100-410-07000 ELEM. SOCIAL STUDIES SUPPLIES	\$ 250	\$ 150	\$ 100
01-1101-410-02001 MIDDLE SCH. LANGUAGE ARTS	\$ 600	\$ 400	\$ 200
01-1101-410-06001 MIDDLE SCH. SOCIAL STUDIES SUPPLIES	\$ 300	\$ 100	\$ 200
REDUCE ASSESSMENT SUPPLIES			
01-1200-410-02120 ASSESSMENT SUPPLIES	\$ 5,500	\$ 1,000	\$ 4,500
REDUCE SPED INSTRUCTIONAL SUPPLIES			
01-1200-410-01120 SPED INSTRUCTIONAL SUPPLIES	\$ 4,000	\$ 2,000	\$ 2,000
REDUCE TECH. ADMIN. SUPPLIES			

01-2600-410-07260 TECHNOLOGY ADMIN SUPPLIES	\$ 6,250	\$ 3,000	\$ 3,250
ITEM ACCOUNT NUMBER & DESCRIPTION	FROM BUDGET AMOUNT	TO BUDGET AMOUNT	TOTAL REDUCTION
REDUCE TEXTBOOKS BUDGET			\$ 15,000
01-1100-420-01000 ELEM. SUPPLEMENTAL TEXTS	\$ 2,500	\$ 300	\$ 2,200
01-1100-420-02000 ELEM. CURRICULUM UPGRADE	\$ 4,000	\$ 300	\$ 3,700
01-1100-420-04000 ELEM. PERIODICALS	\$ 900	\$ 300	\$ 600
01-1100-420-01001 MIDDLE SCH. SUPPLEMENTAL TEXTS	\$ 2,500	\$ 300	\$ 2,200
01-1101-420-03001 MIDDLE SCH. PERIODICALS	\$ 800	\$ 300	\$ 500
01-1101-420-04001 MIDDLE SCH. REPLACEMENT TEXT	\$ 200	\$ 0	\$ 200
01-1101-420-05001 MIDDLE SCH. CURRICULUM UPGRADE	\$ 5,000	\$ 300	\$ 4,700
01-1103-420-00003 ART TEXTBOOKS	\$ 100	\$ 0	\$ 100
01-1200-420-00130 SPECIALIZED TEXT (NIMAS)	\$ 1,000	\$ 200	\$ 800
REDUCE LIBRARY BOOKS BUDGET			\$ 3,400
01-1107-430-01007 LIBRARY BOOKS GRADES K-4	\$ 1,700	\$ 0	\$ 1,700
01-1107-430-02007 LIBRARY BOOKS GRADES 5-8	\$ 1,700	\$ 0	\$ 1,700
REDUCE ELEMENTARY FURNITURE REPLACEMENT			
01-1100-540-00013 ELEMENTARY FURNITURE	\$ 16,000	\$ 0	\$ 16,000
REDUCE ADAPTIVE EQUIPMENT			
01-1200-540-02120 ADAPTIVE EQUIPMENT	\$ 5,000	\$ 3,000	\$ 2,000
REDUCE ADMINISTRATIVE FURNITURE			
01-2200-540-02220 ADMINISTRATIVE EQUIP/FURNITURE	\$ 2,000	\$ 0	\$ 2,000
REDUCE TECHNOLOGY BUDGET			\$ 52,000
01-2600-540-01260 TECHNOLOGY ELEMENTARY EQUIP	\$ 41,800	\$ 11,800	\$ 30,000
01-2600-540-02260 TECHNOLOGY MIDDLE SCHOOL EQUIP	\$ 55,000	\$ 33,000	\$ 22,000
REDUCE PRINCIPAL'S DISCRETIONARY FUND			
01-2200-640-04220 PRINCIPAL'S DISCRETIONARY FUND	\$ 1,200	\$ 800	\$ 400



440 Westford Rd.
Ashford, CT 06278
(860) 429-6419
(860) 429-3651 fax
www.ashfordct.org

District Office

James P. Longo, Ed.D
**Superintendent of
Schools**
(860) 429-1927
jplongo@ashfordct.org

Ashford School

Troy C. Hopkins
Principal
(860) 429-6419
thopkins@ashfordct.org

Cynthia A. Ford
**Asst. Principal/Director
Pupil Personnel Services**
(860) 429-6419
cford@ashfordct.org

Respect, Responsibility, Pride

March 24, 2015

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

RE: Notification of Enrollment - Action Requested

Dear Cathryn;

I am writing to notify you that on March 20, 2015, a student has enrolled in Ashford School that will have both an immediate, and long-term impact upon the school and town budgets.

This student is currently outplaced, and will require continued outplacement at a cost of \$ 37,151 for the remainder of this school year. For 2015-2016, we have estimated these costs to be \$174,000.

We understand that the timing of this enrollment is late in this school year and is also late in the budget process for next year. Please be assured the figures provided above are as firm and factual as they can be at the present time based upon the information we have been provided.

This enrollment will also have an immediate impact upon our excess cost computations, as the annual cost will far exceed the state threshold for Ashford for qualification for excess cost reimbursement. Therefore, please adjust our budget request by the amounts that are listed below.

Impact upon the remainder of the 2014-2015 academic year:

- Increase in BOE encumbrances by **\$37,151**

Impact upon the 2014-2015 Excess Cost estimates:

- Increase request for this year's Excess Cost reimbursement by **\$ 37,151**

Impact upon the 2015-2016 budget proposal and budget

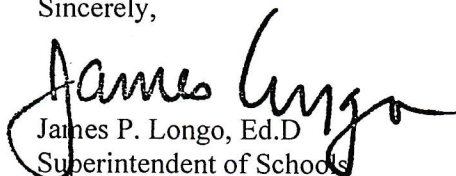
- Increase our proposed budget bottom line by **\$ 95,291**

Impact upon the 2015-2016 Excess Cost estimates:

- Increase Excess Cost estimates for 2015-2016 by **\$ 78,709**
- Total cost of student: **\$ 174,000**
- Amount qualifying for Excess Cost: **\$ 98,386**
- Total expected Excess Cost reimbursement: **\$ 78,709**
(State determined 80% of Qualifying Excess Cost)
- Reduction in budget based upon reimbursement expected: **\$ 78,709**

I realize that this is an unexpected development for all concerned. Should you have any questions, please do not hesitate to contact me.

Sincerely,


James P. Longo, Ed.D
Superintendent of Schools

cc: James Rupert, Chair, Ashford Board of Education
Michael Zambo, First Selectman, Town of Ashford

Distributed to
Ashford BOE &
Special Meeting 3/26/15

Ashford School
Board of Education Meeting
April 16, 2015
Superintendent's Report

1. Status of Capital Projects

- a. Last year the Town's Capital Committee approved funds for the following projects
 - i. Door Magnets system
 - ii. Remainder of Camera System – Exterior
 - iii. Window glazing for bullet resistance
 - iv. Purchase of School Bus
- b. To date we have completed these projects from the approved list
 - i. Door magnet system was completed this week
 - ii. Camera system was completed this fall
 - iii. Window glazing is under review – it will be done this spring with a new vendor, or approved service from our existing vendor
 - iv. The school bus was purchased and is in service
- c. We have been in constant contact with First Selectman Zambo regarding these projects, and all purchase orders and payments have come from his office.

2. Business Office Search

- a. We have Gary Miller performing a needs assessment and have been contacted by Robert Half management with several proposals.
- b. I am going to wait for the conclusion of this needs assessment before we make the next move on hiring anyone to help oversee the business office.
- c. EASTCONN is also interested in providing services.

3. Projects on Facility in Progress

- Installation of 2 water fountain/filling stations (primary and middle school)
- Install new tile in classrooms 11 and 12
- Removal of carpet in School Psychologist's Office and tile floor
- Rejuvenation treatment of 6 bathroom floors by SaniGLAZE
- Followed up on a bypass alarm malfunction in Room 28
- Roof inspection and patching of 3 leaks
- Preventative maintenance of generator
- Installation of Door Magnets in all classrooms (capital improvement)
- Town of Ashford to sweep all parking lots
- Strip and wax hallways as accessible due to door magnet installation

4. Security Review by CIRMA

- a. After a comprehensive safety audit we have determined that we have some major changes that must occur in the culture of the school community if we are to maximize the safety of the facility and make

optimal use of the safety improvements that have been made. We should discuss this in executive session.

- b. A CIRMA official is going to make a presentation to our staff on June 2nd at our faculty meeting. All staff will be expected to attend.

5. Status of Audit

- a. There were no audit findings criticizing the financial activities, practices, or procedures. However, there were recommendations in the auditor's management letter:
 - i. Regarding the fact that purchases could be made with the same person who made the request, approving the purchase. While this is a common problem in small districts, the BOE addressed this auditor recommendation at their March 19th BOE meeting.
 - ii. Pending the filling of the business manager's position we have addressed the bid process and associated administrative procedures by bringing all bid approvals to the BOE prior to awarding them, as has been our practice for the past few years.
 - iii. Authorizing of purchases after the item had been ordered or purchased has been discontinued, except in extraordinary situations.
 - iv. Timeliness of deposits for the student activity fund was a concern. It is now a weekly process.
 - v. Inventory of capital type items such as technology needed addressing. We have always had a very accurate inventory of technology that was not provided to the auditors; therefore they were not aware of it. However, the remaining inventory of other items is inadequate and out of date, and is now being revised and updated.
 - vi. The disposal of fully depreciated property was not adequately recorded. That process has been revamped and is now in place.

6. Cameras being added to school vans

- a. Installation will occur on April 21st for our school vans. This had been a project we had originally hoped would occur earlier in 2015, however, for several reasons, we could not schedule the company to install until next week. This is the final step in camera surveillance on all Ashford vehicles used regularly for student transportation. We have one bus remaining, a spare, that does not have a camera unit installed at this time.

7. Donations to Ashford School

- a. Teachers have successfully supplemented their school provided budgets by participation in "Donors Choose," a program where teachers apply for grants and are funded by volunteers who make donations. A full document is enclosed in your BOE packet explaining this process.
- b. Following the passing of Donna Hartigan, a scholarship fund has been

established in her memory. The \$100 scholarship will be awarded annually, beginning this June, to an 8th grade student who has succeeded despite challenge.

To date, the fund has received approximately \$2,400 in donations, with an extremely generous donation of \$1,000 made by Tim Hartigan and the Hartigan family.

April 13, 2015

Ashford Board of Education
440 Westford Road
Ashford, CT 06278

Dear Members of the Ashford Board of Education;

During the past few school years, Ashford teachers began to pursue funding sources outside of their regular classroom budget.

While the Ashford Board of Education and the Ashford PTO are extremely supportive of this school, staff and our students, teachers realized they cannot always fund all that is desired or needed for an individual classroom.

The funding website, DonorsChoose.org, has become quite popular and has been used frequently by teachers within Ashford School.

The administration is very pleased with the initiative shown by our teachers to not only seek, but use, such a valuable resources. We applaud those efforts and are very happy to report to the Board that many donation requests have been successfully funded for our classroom teachers.

Below is an excerpt from the DonorsChoose.org website to give a brief summary of this program. Following this summary, you will find a report of the requests posted by our teachers, and what has been received to date by Ashford School.

We ask the Ashford Board of Education acknowledge receipt of these valuable classroom tools and resources and join us in thanking the teachers who have not only sought out, but followed through and received classroom materials for our students.

What is DonorsChoose?

How does it work?

DonorsChoose.org is an online charity that makes it easy for anyone to help students in need. Public school teachers from every corner of America post classroom project requests on our site, and you can give any amount to the project that most inspires you.

When a project reaches its funding goal, we ship the materials to the school. You'll get photos of the project taking place, a letter from the teacher, and insight into how every dollar was spent. Give over \$50 and you'll also receive hand-written "thank-you" notes from the students.

Is there a minimum donation?

You can give as little as \$1 and get the same level of choice, transparency, and feedback that is traditionally reserved for someone who gives millions.

What happens if a project doesn't reach its goal?

If a partially funded project expires, donors get their donations returned as account credits, which they can use to:

- Choose a new project to support;
- Have us choose a new project for them
- Send the teacher they supported a DonorsChoose.org gift card.

How do you ensure integrity?

We vet every classroom project request, purchase the materials and ship them directly to the school, provide photos of the project taking place, and supply a cost report showing how every dollar was spent.

What kinds of schools do you serve?

K-12 public schools in all 50 states and the District of Columbia, including public charter schools.

How did DonorsChoose.org start?

Charles Best, a new social studies teacher in the Bronx, often talked with his colleagues about materials and experiences they wanted their students to have, but which they had no funding to support. He created DonorsChoose.org in 2000 so that individuals could connect directly with classrooms in need. Check out our fun [timeline](#).

Are gifts tax-deductible?

As a 501(c)3 charity, donations are tax-deductible to the full extent of US law. Our federal tax ID # is 13-4129457.

How long does a project appear on your site?

Projects can remain on our site for up to 4 months, but teachers can set earlier deadlines if they choose.

What percent of projects are successfully funded?

70%. For more stats, see [our impact page](#).

Does it cost money for teachers to post projects?

No, our website is completely free for teachers to use.

Can I donate the materials themselves rather than make a cash donation?

We're not set up to handle in-kind donations, but these [great organizations](#) are.

What's your mission?

DonorsChoose.org engages the public in public schools by giving people a simple, accountable and personal way to address educational inequity. We envision a nation where children in every community have the tools and experiences needed for an excellent education.

Classroom Funding Requests Posted by Ashford School Staff
to DonorsChoose.org

Year	Teacher	Description	Amount	Funded?
2015	Mrs. Zotti	<i>"Listen to Literature!"</i> requesting headphone splitters, headphones and Apple CD drive	\$ 328.00	Current Posting
2015	Ms. Lemos	<i>"Help Me Develop Stronger Assessment Skills"</i> requesting assessment resource book for students with speech and language needs	\$ 270.00	Current Posting
2015	Ms. Lemos	<i>"Help My Students Become Rock Stars"</i> requesting whiteboards, dry erase markers, paper, color pencils, pencil grips and tabletop organizer for writing and art projects	\$ 268.00	Current Posting
2015	Mrs. Knecht	<i>"Classroom Concrete Floor Needs Carpet"</i> requesting a pretty rug to cover a large area of concrete in the room	\$ 488.00	Current Posting
2015	Ms. Lemos	<i>"Where Did It Go? They Won't Have to Ask. They'll Know!"</i> requesting sand timers, classroom caddies, dry erase boards and pocket charts to help students with organization	\$ 189.00	Current Posting
2015	Mrs. Zotti	<i>"Help Us Highlight"</i> requesting highlighter tape for highlighting classroom novels and non-fiction text.	\$ 167.00	Current Posting
2015	Mrs. Makuch	<i>"Beanbag Chairs to Support Struggling Readers"</i> requesting bean bag chairs to create a comfortable place to sit to practice reading skills	\$ 346.00	Current Posting
2015	Ms. Imhoff	<i>"Stocking Up on Knowledge with the Stock Market"</i> requested 8 Apple iPod touch devices.	\$ 1,556.48	Funded 4/7/15

2015	Mrs. Knecht	<i>"Cooking Up Financial Literacy Skills in the Kitchen"</i> requested cooking mitts, slow cooker recipes, books and games about saving money and grocery shopping	\$ 282.84	Funded 4/6/15
2015	Mrs. Knecht	<i>"Help Students Learn Financial Skills for Independent Living"</i> requested	\$ 317.00	Funded 3/19/15
2015	Ms. Anderson	<i>"Crafting Creative Writing"</i> requested creative materials such as storytelling puppets and create your own mini books	\$ 448.31	Funded 2/26/15
2015	Ms. Lemos	<i>"Help Us Reach Our STEAM Goal!"</i> requested STEM science stations, building blocks and I Can Build It kit	\$ 238.00	Funded 2/25/15
2015	Ms. Lemos	<i>"Help Future Financial Wizards Learn About Money"</i>	\$ 168.00	Funded 2/25/15
2015	Mrs. Knecht	<i>"Help Unlock the Secrets of Learning the Alphabet!"</i> requested 26 sets of locks and keys, alphabet stickers and large storage tote	\$ 169.40	Funded 2/24/15
2015	Mrs. Zotti	<i>"Make Up Your Own Mind! Read Critically!"</i> requested variety of non-fiction books	\$ 1,475.06	Funded 1/17/15
2014	Ms. Lemos	<i>"Who Will They Be Today? Increase Language Through Play!"</i> requested art and dramatic play materials	\$ 283.00	Funded 12/21/14
2014	Mrs. Parisen	<i>"Soaring Into Fourth Grade!"</i> requested an easel, storage tubs and slid out white board	\$ 592.49	Funded 11/22/14
2014	Mrs. Zotti	<i>"Listen and Love Literature"</i> requested audio books for a listening center	\$ 373.71	Funded 11/22/14
2014	Ms. Anderson	<i>"Reaching Reluctant Readers"</i> requested humorous and interesting books and graphic novels	\$ 349.56	Funded 11/18/14
2014	Ms. Lemos	<i>"Speech and Learning Through Play"</i> requested early childhood games and books	\$ 255.00	Funded 11/14/14

2014	Ms. Silverstein	<i>"Music Technology; Students Express Themselves Through Music!"</i> requested flash drives and CD drives for students to save and share their music technology work.	\$ 197.60	Funded 10/22/14
2014	Mrs. Zotti	<i>"Bind and Share Our Writing"</i> requested a binding machine and combs to bind and publish student writing and projects	\$ 221.66	Funded 9/15/14
2014	Mrs. Zotti	<i>"Easel Needed!"</i> requested for group work on reading, writing and math.	\$ 296.26	Funded 8/24/14
2014	Mrs. Zotti	<i>"Kick Off the New Year Right!"</i> requested pencil sharpeners, seat pockets, name plates for desks	\$ 261.12	Funded 8/24/14
2014	Mrs. Zotti	<i>"Stick to Reading and Writing!"</i> requested a variety of sticky notes for teacher feedback without writing on student work	\$ 258.53	Funded 8/23/14
2014	Ms. Imhoff	<i>"Human Ecology Through Art Inquiry"</i> requested supplies for integrating art with science	\$ 1,232.93	Funded 4/17/14
2013	Ms. Imhoff	<i>"Inspire Future Engineers"</i> requested a 3-D printer to expose students to cutting edge technology	\$ 2,085.00	Funded 12/4/13
2013	Mrs. Zotti	<i>"Getting Ready for 2013-2014 and Many More Years to Come"</i> requested 13 ball chairs for fidgeting students	\$ 511.81	Funded 11/4/13
2013	Mrs. Knotts	<i>"USA the 4th Grade Way"</i> requested a 6x8 area rug with the map of the United States	\$ 275.05	Funded 7/15/13
2012	Mrs. Zotti	<i>"USA the Fourth Grade Way"</i> requested a 6x8 area rug of the United States and easel pads	\$ 449.50	Funded 4/27/12
2011	Ms. Imhoff	<i>"Girls Junior Robotics Team"</i> requested supplies for all girls junior robotics club	\$ 343.95	Funded 11/2/11

Enrollment Summary: Federal Ethnicity and Race Report as of 04/01/2015 (Wed)

Ashford School

View:

Federal Ethnicity and Race

Students:

- ☒ All Active Enrollments
☐ Current Selection

Date:

4/1/2015

 (MM/DD/YYYY)

Grade Level	Total in Grade	(I) American Indian or Alaska Native	(A) Asian	(B) Black or African American	(P) Native Hawaiian / Other Pac Islander	(W) White	Hispanic/Latino	Two or More Race Categories	Unspecified
-2	19 9 / 10	0 0 / 0	0 0 / 0	1 0 / 1	1 1 / 0	15 8 / 7	2 0 / 2	0 0 / 0	0 0 / 0
-1	32 14 / 18	0 0 / 0	1 0 / 1	1 1 / 0	0 0 / 0	29 12 / 17	0 0 / 0	1 1 / 0	0 0 / 0
0	37 24 / 13	0 0 / 0	0 0 / 0	3 2 / 1	0 0 / 0	27 17 / 10	5 4 / 1	2 1 / 1	0 0 / 0
1	43 23 / 20	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	37 19 / 18	3 3 / 0	2 1 / 1	1 0 / 1
2	32 17 / 15	0 0 / 0	0 0 / 0	2 2 / 0	0 0 / 0	26 15 / 11	4 0 / 4	0 0 / 0	0 0 / 0
3	45 22 / 23	0 0 / 0	3 1 / 2	1 0 / 1	0 0 / 0	38 19 / 19	2 1 / 1	1 1 / 0	0 0 / 0
4	42 13 / 29	0 0 / 0	0 0 / 0	1 1 / 0	0 0 / 0	38 11 / 27	3 1 / 2	0 0 / 0	0 0 / 0
5	39 23 / 16	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	36 22 / 14	2 0 / 2	0 0 / 0	1 1 / 0
6	50 25 / 25	0 0 / 0	3 0 / 3	4 3 / 1	0 0 / 0	41 20 / 21	2 2 / 0	0 0 / 0	0 0 / 0
7	32 21 / 11	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	30 20 / 10	1 1 / 0	0 0 / 0	1 0 / 1
8	50 29 / 21	0 0 / 0	2 1 / 1	1 1 / 0	0 0 / 0	43 26 / 17	3 1 / 2	1 0 / 1	0 0 / 0
Total	421 220 / 201	0 0 / 0	9 2 / 7	14 10 / 4	1 1 / 0	360 189 / 171	27 13 / 14	7 4 / 3	3 1 / 2