

Ashford Board of Education
Meeting Minutes – November 5, 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 by the Superintendent of Schools

Superintendent of Schools J. Longo called the meeting to order at 7:35 PM. Present were J. Rupert, K. Rourke, J. Lippert and K. Warren. Also present were Principal T. Hopkins, Asst. Principal G. Dukette, and recording secretary J. Barsaleau and audience member N. Rice. Unable to attend were board members L. Donegan, M. Matthews and J. Calarese.

Board Reorganization

a. Election of Officers

Dr. Longo opened the floor to nominations for the appointment of Board of Education Chairperson.

K. Warren nominated J. Rupert for the position of Board Chairperson. Nomination seconded by K. Rourke. Being that there were no other nominations, Dr. Longo called for a vote on the nomination on the floor. Nomination carried.

Dr. Longo opened the floor to nominations for the appointment of Board of Education and Vice-Chairperson.

Motion made by J. Lippert to act the nomination for Board of Education Vice-Chairperson and Board of Education Secretary. Motion seconded by J. Rupert and carried unanimously.

Dr. Longo opened the floor to nominations for Board of Education Vice-Chairperson and Board of Education Secretary.

J. Lippert nominated K. Rourke for the position of Board of Education Vice-Chairperson and K. Warren for Board of Education Secretary. Nominations seconded by J. Rupert.

Being there were no other nominations, Dr. Longo called for a vote on the nominations on the floor. Both nominations carried.

Dr. Longo closed this portion of the meeting and turned the meeting over to the Board Chair.

b. Committee Appointments

Motion made by K. Rourke to postpone committee appointments until the next regular meeting.

Motion seconded by K. Warren and carried unanimously.

Motion made by K. Rourke to reorder the agenda, addressing item 6a at this time. Motion seconded by J. Lippert and carried unanimously.

Distribution of Administrative Reports

a. Superintendent

Dr. Longo deferred to Mr. Hopkins to discuss an article “Rating the Towns” (attached) that recently appeared in the November 2015 edition of Connecticut Magazine. For homes with a median value of \$200,000 or less, Ashford was ranked as the fifth best place to live out of forty-three towns. In terms of education, Ashford ranked third amongst these same towns. The board was very appreciative and thanked Mr. Hopkins for bringing this to their attention. The board is pleased that the administration and staff’s commitment and dedication to educational excellence is receiving recognition.

c. Establishment of Regular Meeting Date, Place and Time

A meeting schedule draft was included in the board agenda packet. Dr. Longo suggested that the board consider the option of utilizing the 1st meeting of the month for subcommittee meetings and/or board work sessions. Regular meetings will be on the first and third Thursday of each month in District Office Conference Room 14 at 7:30 PM.

Motion made by K. Rourke to approve the regular Board of Education meeting schedule dates as presented, striking the 6:30 PM subcommittee meeting reference. Motion seconded by K. Warren and carried unanimously.

Persons to be Heard

None.

Communications

A packet of materials from the Town Clerk concerning annual meeting schedules, filing deadlines and FOI was handed out. Also distributed was the November enrollment report, and a model policy update notice from board counsel.

Approval of Minutes: 10/01/2015; 10/15/15

Motion to table approval of the regular meeting minutes of 10/01/2015 and 10/15/15 made by K. Rourke, seconded by J. Lippert and carried unanimously.

New Business

a. First Reading: (Series 3000 – Purchasing (edit approved by counsel))

A single line of text has been added to the existing purchasing policy and approved by counsel. The regulation associated with this policy has been edited as directed at the last board meeting. Both will be on the agenda in December for second reading and approval.

Motion made by J. Rupert to add to the agenda as item 8b, discussion of a resolution recognizing the service to the Board of Education of Donald Wesson and Jennifer Mozeiko. Motion seconded by K. Warren and carried unanimously.

The board will invite Mr. Wesson and Ms. Mozeiko to a future meeting to formally recognize and thank them for their service to the community and the Ashford Board of Education.

Old Business

a. Second Reading of Policies: (Series 1000 – School Volunteers; Series 4000-Reporting of Child Abuse, Neglect and Sexual Assault; Series 5000-Attendance and Truancy; Immunizations; Health Assessments and Screenings; Discipline; Student Records (FERPA); Administration of Medications in Schools; Use of District's Computer Systems)

A summary of policies was distributed noting that two policies require board directive to include or exclude optional language (attached).

Motion made by K. Warren to approve the series 1000, 4000 and 5000 policies as presented, adding a .50 per page copy fee to the Student Records (FERPA) policy, and excluding appendices B&C from the Reporting of Child Abuse, Neglect and Sexual Assault policy. Motion seconded by K. Rourke and carried unanimously.

b. Second Reading of Board Policy Regulation Update (Series 1000-Sexual Offenders on School Property)

Motion made by K. Rourke to approve Series 1000 Sexual Offenders on School Property regulation as presented. Seconded by K. Warren and carried unanimously.

Next Meeting Date/Agenda Items

The next regular meeting date is 11/19. Agenda items include board committee appointments, administrative reports including cafeteria and health room, second reading of policies and superintendent evaluation.

Superintendent Evaluation (Executive Session, Action Anticipated)

Motion made by J. Lippert to enter into executive session (9:23 pm) for the purpose of evaluation of the Superintendent, inviting Dr. Longo to attend. Motion seconded by K. Rourke and carried unanimously.

Present: J. Rupert, K. Warren, J. Lippert, K. Rourke and Dr. J. Longo

The Board and Dr. Longo exited the session at 9:42 pm.

Motion to adjourn the meeting at (9:43 pm) made by J. Lippert seconded by K. Warren and carried unanimously.

Recorded by:


Jennifer Barsaleau
Recording Secretary

Approved by the Ashford Board of Education: November 19, 2015

Ashford Board of Education
Ashford, Connecticut

Regular Meeting Agenda
November 5, 2015

7:30 pm

Ashford School
District Office Conference Room 14

1. Call To Order by Superintendent of Schools
2. Board Reorganization
 - a. Election of Officers
 - b. Committee Appointments
 - c. Establishment of Regular Meeting Date, Place and Time
3. Persons to be Heard
4. Communications
5. Approval of Minutes: 10/01/2015; 10/15/2015
6. Distribution of Administrative Reports
 - a. Superintendent
7. New Business
 - a. First Reading: (Series 3000 – Purchasing (edit approved by counsel))
8. Old Business
 - a. Second Reading of Policies: (Series 1000 – School Volunteers; Series 4000-Reporting of Child Abuse, Neglect and Sexual Assault; Series 5000-Attendance and Truancy; Immunizations; Health Assessments and Screenings; Discipline; Student Records (FERPA); Administration of Medications in Schools; Use of District's Computer Systems)
 - b. Second Reading of Board Policy Regulation Update (Series 1000-Sexual Offenders on School Property)
9. Next Meeting Date/Agenda Item
10. Superintendent Evaluation (Executive Session Anticipated)
11. 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: 2015-2016 Meeting Schedule (draft); minutes 10/1 and 10/15

Ashford School Board of Education - 2016 Meeting Schedule

*Unless otherwise posted, all meetings will be held in District Office conference room 14.
The board may opt to hold one or more subcommittee meetings at 6:30pm, followed by a full
board meeting at 7:30 pm. The schedule is as follows:*

January

January 7, 2016
January 21, 2016

February

February 4, 2016
February 18, 2016

March

March 3, 2016
March 17, 2016
March 31, 2016* (optional)

April

April 7, 2016
April 21, 2016 (School Vacation Week)

May

May 5, 2016
May 19, 2016

June

June 2, 2016
June 16, 2016

July

July 21, 2016*

August

August 25, 2016*

September

September 1, 2016
September 15, 2016

October

October 6, 2016
October 20, 2016

November

November 3, 2016
November 17, 2016

December

December 1, 2016
December 15, 2016

*During the months of July and August, meetings may be canceled or postponed at the discretion of the board chair.



Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Fwd: Governor's EPPI Exercise 2015

1 message

James Longo <jplongo@ashfordct.org>
To: Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Wed, Oct 21, 2015 at 3:30 PM

Jen, For BOE communications

----- Forwarded message -----

From: **John H. Degnan** <DegnanJH@ehhd.org>

Date: Wed, Oct 21, 2015 at 1:35 PM

Subject: Governor's EPPI Exercise 2015

To: "thopkins@ashfordct.org" <thopkins@ashfordct.org>, "jplongo@ashfordct.org" <jplongo@ashfordct.org>

Dr. Longo, Mr. Hopkins,

Good to work with you this morning at the Governor's EPPI Exercise. You've done a great job developing your plan. It was a very collegial session.

Our Director of Health, Rob Miller, needs to sign all of the plans before they are submitted. I've advised him that it is one of the best that I've seen. Both the plan and the staff training are excellent.

If we can help with anything going forward, please don't hesitate to ask.

Best regards,

John H. Degnan

Ashford Board of Education
Meeting Minutes – October 1, 2015
7:30 p.m.

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Call To Order

Chair J. Rupert called the meeting to order at 7:35 PM. Present were J. Rupert, K. Rourke, J. Mozeiko, J. Lippert, K. Warren and L. Donegan (7:47 pm). Also present were Dr. J. Longo, Superintendent, Principal T. Hopkins and recording secretary J. Barsaleau. In the audience were S. Morytko and C. Silver-Smith (7:37 pm). Unable to attend was member D. Wesson.

Persons to be Heard

S. Morytko commented about a communication in the board packet from D. Neel to Dr. Longo concerning the FY 14 audit response to the CSDE. He felt the content was rather defensive in its tone. C. Silver-Smith arrived and also stated that she was “disconcerted” by the response. She was not pleased that neither she, nor the auditor, had received a copy of the communication that was sent to the CSDE. She went on to speak of past audit matters and stated that she would have expected to be copied on such a communication. She reviewed past discussions and actions by the BOE and her feeling that this letter changes what she believed the Board of Education’s practices were concerning the approval of purchases initiated by and for the Superintendent. She also reported that she has not received financial reports since the new fiscal year began. It was explained that the Superintendent had a deadline of 9/18 and was required to file a corrective action response concerning FY 14 audit recommendations. J. Rupert informed Ms. Silver-Smith that the Board had also just read this communication for the first time. K. Rourke spoke to Ms. Silver-Smith and stated that she takes exception to the tone and manner in which Ms. Silver-Smith addresses the Board of Education. She went on to state that financial reports are available and they can certainly be sent to her and if she does not receive them, then she should request them. Dr. Longo and Mr. Neel will review past and present corrective action plans and all other related correspondence. No changes to the purchasing policy or regulations have occurred since March 19, 2015. Ms. Silver –Smith left the meeting.

K. Warren made a motion to add discussion of the memo from Don Neel dated 9/16/15 to the Superintendent and a letter from Dr. Longo to Selectman Zambo dated 9/16/15 to the agenda under “New Business”. Both were included in the meeting agenda packet. Motion seconded by J. Lippert and carried unanimously.

Communications

J. Rupert read a letter from the Office of Early Childhood congratulating Ashford School for meeting the Qualified Staff Member requirement for 2017, in advance. This accomplishment will be acknowledged at a reception later this month.

Approval of Minutes: 09/03/2015

Motion to approve the special meeting minutes of 09/03/2015 made by K. Rourke, seconded by K. Warren and carried with two abstentions (L. Donegan and J. Rupert).

Distribution of Administrative Reports

a. Superintendent

Dr. Longo’s report was distributed at the beginning of the meeting. J. Rupert summarized the content of the report. Mr. Rupert noted that he, Dr. Longo and S. Waddell met recently to discuss the Ashford School technology plan. All members have been provided a draft copy of the plan with a reminder that it is a working draft and should be reviewed and any feedback should be forwarded to Dr. Longo. Dr. Longo spoke briefly of the documents in the board packet concerning Board goals, 3-year and capital planning. He also discussed gifted and talented education and after hearing from that committee, he feels that students who have been identified as gifted and/or talented should receive services. This will happen through a project based learning program, there will be professional development training on Renzuli software for the teacher assigned to gifted and talented education on 10/13/15. J. Mozeiko asked if a more structured program had been considered, and had any model programs been looked at? Mr. Hopkins responded affirmatively to both questions. The Renzuli project based learning will be utilized for the time being.

New Business

a. First Reading of Board Policy Updates Provided by Counsel (Series 1000 – School Volunteers; Series 4000-Reporting of Child Abuse, Neglect and Sexual Assault; Series 5000-Attendance and Truancy; Immunizations; Health Assessments and Screenings; Discipline; Student Records (FERPA); Administration of Medications in Schools; Use of District's Computer Systems)

J. Rupert read aloud the titles of all of the policies considered for first reading and informed the board that the policies were being brought forth in terms of priority. The policy samples distributed reflect public acts or new legislation that affect existing policies of the board. Members are encouraged to read through these policies and direct any questions to the Superintendent's office. These policies will be on the first November agenda for second reading and final approval. There will be more policies on the next meeting agenda. An index of policies and model notifications prepared by counsel was distributed.

Motion made by L. Donegan to accept the model policy index dated 9-20-15 listing the mandatory state and federal policies and required notifications as provided by Shipman and Goodwin LLC, as the official policy manual of the Ashford Board of Education. This manual shall supersede any policies adopted by the Ashford Board of Education prior to July 1, 2010. Motion seconded by K. Warren and carried unanimously.

b. First Reading of Board Policy Regulation Update (Series 1000-Sexual Offenders on School Property)
Counsel has updated the regulation. Optional language listed in the regulation will be included and the second reading will be on first November meeting agenda.

c. Requests for Family and Medical Leave

Dr. Longo has been made aware that there are three staff members in need of family and medical leave. Two are for the employees' own serious medical condition, and one is of an intermittent nature for an ill family member. The board encouraged Dr. Longo to revisit any intermittent leave time requests as there are specific parameters concerning intermittent leave. Complete forms have been received for a non-certified staff member.

Motion made by K. Warren to authorize family and medical leave for a member of the non-certified staff for the treatment of their own serious medical condition. Motion seconded by L. Donegan and carried unanimously.

Requests for two members of the certified staff will be addressed when the appropriate forms have been received.

d. Discussion of FY 14 Corrective Action Memo and Letter to Selectman Zambo dated 9/16/15

K. Warren asked about the letter to the Selectman concerning disposal of computers and why they are not given to the Town? J. Rupert and Dr. Longo confirmed that equipment purchases made from the appropriated budget fall under the management of the BOE.

There was discussion of the purchasing policy segment of memo from D. Neel concerning corrective action. After brief discussion, Dr. Longo said he took responsibility if there was any confusion about its content. J. Mozeiko stated she did not see any derogatory or negative comments in the memo. L. Donegan and K. Rourke agreed.

Motion made by J. Rupert to add discussion of the Board of Education's response to the Plan of Conservation and Development (POCD) concerning education. Motion seconded by K. Rourke and carried unanimously. J. Rupert received a working copy of the POCD from committee chair J. Silver-Smith and was asked to provide comment. In consult with Dr. Longo, Mr. Rupert crafted a response on behalf of the Board of Education to the POCD committee that outlines the board's philosophy and vision for education.

Audience member S. Morytko spoke and encouraged all to participate in public hearings that will be forthcoming on this matter as it is very important to all residents in that it can have long term effects on the town.

7. Old Business

a. Second Reading: Series 1000 – School Security and Safety Plan

J. Rupert briefly summarized the extensive meetings and committee work that went into developing the safety plan for Ashford School, and recommended approval of the policy unless the members desired more time to review the plan.

Motion made by L. Donegan to approve the School Security and Safety Plan policy, motion seconded by K. Rourke and carried with one abstention (J. Mozeiko).

b. Long Term Planning

1. Capital Improvement

2. Three Year Plan

Working drafts of all of these items were sent to each member and are included in the board packet. Members should carefully review and offer any suggestions before the next meeting if possible. The capital improvement plan needs to be addressed soon so that the board will have necessary documentation and justification for the items it asks to be considered for approval.

Next Meeting Date/Agenda Items

The next meeting date is 10/15. The board will meet at 7 pm in order to recognize the retirement of driver Kathleen Makray. The meeting will begin at 7:30 pm; agenda items include an audit update, financial and administrative reports, and first reading of policies.

Superintendent Evaluation (Executive Session, Action Anticipated)

Motion made by K. Rourke (9:23 pm) to enter into executive session for the purpose of the Superintendent evaluation, and to invite Dr. Longo to attend. Motion seconded by L. Donegan. Members had been asked to review the document and format used to evaluate the superintendent. K. Warren stated that review of the document should not be in executive session. K. Rourke amended her motion to hold discussion of the format and document in open session and then enter into executive session with Dr. Longo in attendance. The motion as amended carried unanimously.

Members reviewed the form and made edits to the existing document. J. Barsaleau will incorporate those changes and send to members for review. Dr. Longo was asked to provide the board with a summary of issues addressed and accomplishments for the past year.

The board went into executive session at 9:51 pm. Present were: J. Rupert, K. Rourke, J. Lippert, K. Warren, J. Mozeiko, L. Donegan and Dr. J. Longo.

The board exited the executive session at 10:00 pm.

Motion to adjourn the meeting at (10:08 pm) made by J. Rupert seconded by K. Warren and carried unanimously.

Recorded by:

Jennifer Barsaleau
Recording Secretary

Approved by the Ashford Board of Education:

Ashford Board of Education
Meeting Minutes – October 15, 2015
7:30 p.m.

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Call To Order

Chair J. Rupert called the meeting to order at 7:30 PM. Present were J. Rupert, K. Rourke, J. Mozeiko, J. Lippert, D. Wesson, K. Warren and L. Donegan. Also present were Dr. J. Longo, Superintendent, Principal T. Hopkins, Director of Pupil Personnel C. Ford, Asst. Principal G. Dukette, and recording secretary J. Barsaleau. In the audience were N. Rice and S. Morytko.

Ashford Board of Education Bylaw: Meeting Conduct

Board chair J. Rupert asked that this bylaw be included in the agenda packet to remind all members of parameters for addressing the Board of Education. In an effort to improve communications with the public, the Board has allowed members of the audience to speak during its meetings during and after the public comment session on each agenda, and it can be problematic. Mr. Rupert asked all members to re-read this bylaw, as it will be followed more closely going forward.

Persons to be Heard

S. Morytko summarized the content of an email communication (attached) to the Board concerning the draft of the technology plan that he viewed. He hoped that some or all of his recommendations would be applied to the plan. He also commented that the October 5th letter concerning the FY 14 audit contained better tone and was more factual. J. Lippert thanked Mr. Morytko for his comments and for the time spent reviewing the technology plan.

Communications

Selectman Zambo sent a copy of a communication received from the state DOT concerning School Zone sign installation in front of the school. A copy of an email from Board of Finance chair C. Silver-Smith was distributed. This communication contained an edited version of the “Persons to Be Heard” section of the October 1, 2015 Board of Education unapproved minutes. K. Rourke noted that she, Dr. Longo and Mr. Neel attended the Board of Finance meeting on October 8th. At the meeting, Mrs. Rourke reported that she read a letter she had written concerning the manner in which their Board’s chairperson addresses the Board of Education and Dr. Longo at public meetings.

Approval of Minutes: 10/01/2015

Motion to table approval of the regular meeting minutes of 10/01/2015 made by K. Rourke, seconded by D. Wesson and carried with one abstention (D. Wesson).

J. Rupert directed J. Barsaleau to forward the email communication from Ms. Silver-Smith to the Board of Education members for review prior to the next meeting.

Distribution of Administrative Reports

a. Superintendent

Dr. Longo summarized his report that was included in the agenda packet. He suggested that the Board devote a meeting to the setting of board goals, three and five year plans and capital improvement planning. Discussion followed. D. Wesson offered to continue to serve as a representative of the Board on the capital improvement committee. Dr. Longo stated that great strides are being made in the growth of Ashford School, and the administrative team believes this too, and has the necessary skills to continue that growth.

b. Business Manager

Mr. Neel’s written report was included in the agenda packet and was reviewed. He reported that he and Dr. Longo met with Michael VanDeventer from Mahony & Sabol LLC earlier in the day to review the FY 15 audit. He reported the auditor was satisfied with the Business Office and Dr. Longo’s responses to recommendations made in the prior years audit management letter. To this end, Mr. Neel recommended a revision to the Board’s Purchasing Policy and associated regulations. Mr. Neel recommended that no quarterly budget transfers be made at this time.

Motion made by J. Rupert to add review of financial reports including Superintendent expenditures, the Budget Transfer, Purchasing and Monthly Reporting regulation and Purchasing Policy to the agenda under New Business. Motion seconded by D. Wesson and carried unanimously.

c. Principal

Mr. Hopkins and Mr. Dukette distributed written reports to the members (attached). Both reviewed their reports individually. Discussion followed and included but was not limited to Smarter Balanced Assessment (SBAC) testing, STEAM, school climate, positive behavior supports, writing, curriculum and committees.

d. Director of Pupil Personnel

Mrs. Ford provided her written report in the board's agenda packet. She shared some thoughts on creating special education classroom and service space within the building and provided updates on legislative action, IEP Direct software training, SRBI and early intervention services

The board thanked all of the administrators for their reports.

K. Warren left the meeting (9:12 pm)

New Business

a. Review of Financial Reports, Superintendent Expenditures, Purchasing Policy and Budget Transfer, Purchasing and Monthly Reporting Regulation

Discussion followed concerning the proposed revision to the purchasing policy and the associated administrative regulations. The board cannot revise policies without consulting legal counsel, therefore it will be sent for review. Financial reports were discussed and reviewed. Mr. Neel reported there were no expenditures by the Superintendent from July through September.

Motion made by D. Wesson to make no FY 16 object transfers at this time per the recommendation of the Business Manager. Motion seconded by L. Donegan and carried unanimously.

Motion made by D. Wesson to request counsel review of the proposed purchasing policy revision. Motion seconded by K. Rourke and carried unanimously.

Motion made by D. Wesson to revise the proposed regulation of the Business Manager titled *Budget Transfer, Purchasing and Monthly Reporting* as follows: move the bullet point section beginning with "Non-contractually obligated payments made...." to the bottom of the page with the reports listed for monthly board review and approval. Motion seconded by J. Mozeiko and carried unanimously.

b. First Reading of Board Policy Updates Provided by Counsel (Series 1000 – Prohibition Against Smoking; Series 4000-Family and Medical Leave; Alcohol and Drug Free Workplace; Concussion Training for Athletic Coaches; Series 5000-Homeless Students; Section 504; Suicide Prevention and Intervention)

J. Rupert read aloud the titles of all of the policies considered for first reading and informed the board that the policies have been changed or made necessary as a result of legislative action. Members are encouraged to read through these policies and direct any questions to the Superintendent's office. The optional language in the Prohibition Against Smoking policy will be added and the policies will be on the second November agenda for second reading and final approval.

c. Acceptance of New or Updated Model Notifications Provided by Counsel

Motion made by K. Rourke to accept the required state and federal model notifications as presented by counsel. Motion seconded by J. Mozeiko and carried unanimously.

Old Business

a. Board of Education Goals

b. Long Term Planning

1. Capital Improvement

2. Three-Year Plan

As recommended by the Superintendent, these will be addressed at a special meeting and worksession on October 27th at 7 PM.

c. Approval of Superintendent Evaluation Instrument

Motion made by J. Lippert to approve the revised Superintendent Evaluation Instrument as presented, striking the words "meets or" in the description of the commendable rating, motion seconded by J. Mozeiko and carried unanimously.

Next Meeting Date/Agenda Items

The next regular meeting date is 11/5. Agenda items include board reorganization, election of officers, committee appointments, establishment of regular meeting date/place/time, purchasing policy revision, second reading of policies and superintendent evaluation.

Superintendent Evaluation (Executive Session, Action Anticipated)

Tabled by mutual agreement of the members present.

Motion to adjourn the meeting at (10:02 pm) made by J. Lippert seconded by D. Wesson and carried unanimously.

Recorded by:

Jennifer Barsaleau
Recording Secretary

Approved by the Ashford Board of Education:

Ways We Communicate

Ashford Citizen Article for submission 10/19/2015

Dr. James Longo

Everyone agrees that it is important to communicate effectively if you want to be successful in life. It is no different for any business or organization, and we take that concept seriously at Ashford School. We believe that the only way that we can succeed at Ashford School is to effectively communicate with everyone within our school, as well as in our community.

There are many ways school staff communicates with parents and community members. There are several levels of communication from routine to emergency communications, and there is also a seldom-discussed communication called “listening”, that we embrace and value at Ashford School. Yes, we value listening as an important aspect of communication, and hope that you will consider the multiple ways available to you to communicate as a two way process.

It is a good idea for everyone to be familiar with the ways that staff communicates with parents and community members. Being “in the loop” is key to getting the most out of the educational experience. For that reason, I have decided to share with you the many ways that we communicate at Ashford School, as well as how that communication can be beneficial to you and considered a useful resource.

First, routine communications, school resources, and information are found on our school website (www.ashfordct.org). On this site you can find all sorts of information. Our school calendar, staff directory, Board of Education news, budget facts and notices, administration articles and communications, sports and events schedules, listings of current events, as well as links to your teacher’s websites. Our school website contains hundreds of pages of information available to you to ensure that you are well informed about your school. We put everything that we believe that you would like to know on our website. And we are always seeking ways to make it better, so if you have ideas to expand upon what is on the website, just let us know. Our school website is kept up to date, but also archives information that might still be valuable in the future to interested parents or community members. This website is a great resource. Visit us there, and you will be surprised at what is available to you.

My office also communicates through K-12 Alerts. Those are emails, texts, or telephone notices sent home to anyone who is willing to accept them. You must sign-up for this service. We send announcements and routine notices home every Friday by email. We also send notices home when weather conditions force a change in school hours, delays, early dismissals, and cancelations; or bus issues by email, text or telephone. Just send an e-mail to our office if you wish to be enrolled and receive these alerts (jbarsaleau@ashfordct.org). Most parents elect to receive these notices, but some do not. We encourage everyone to enroll in this service. It is reassuring to know that you can check your email and know if school is delayed or canceled, or if there is going to be an early dismissal, or know that you will receive a text or call if there is an important notice sent out. It is a free service that can really give a parent peace of mind and valuable information in a timely fashion.

You are invited to call or make an appointment to visit any one of us. Both the administration and teaching staff welcome the opportunity to speak with you. Personal meetings are encouraged, and a preferred method of communication. We welcome you to one of our many events, or to make an appointment to meet with any of us. Getting to know each other is valuable and ultimately helpful to your child.

Communication with teachers is probably the most important aspect of school communication to most parents. Teachers communicate in many ways, most commonly by sending notes, fliers or notices home in the backpack. It is sometimes a source of humor, when we discuss how few of those communications make it into the parent's hands. One wonders where those notes or notices go? Much like the sock lost in the clothes dryer, they are never seen again. Because of the "missing note phenomenon", teachers have sought other ways of communicating. So if you feel that you are not getting all of the information that you expect, drop an email to your teacher. They will find a way to be sure that you are receiving everything that they send home.

This brings us to the easiest and most common way to communicate with any of us. Just send us an email. It is more convenient than most other ways, as you can do it from the comfort of home or work at virtually any time off day or night and know that you have successfully gotten the message delivered. The best way to ensure that your teacher knows that you would like to communicate is to use our school email system. Every teacher has an email address devoted to school business. They check their email several times a day, as that is the way they communicate with each other, and receive notices from the school office. You are invited to email your teacher, the administration, or me any time with questions or concerns. It is the best way to communicate and have that communication recorded for future reference. Teachers may also use their email to reach out to you. If they do, please respond. Let them know that you value hearing from them and are interested in your child's school life.

Teachers maintain individual or class websites. Almost every teacher has a website that is designed to help parents know and understand what goes on in their classroom from curriculum to field trips. You can access these websites through links on the Ashford School Website. I highly recommend that every parent take the time to go on their teacher's website and familiarize themselves with as many aspects of the classroom culture as is available to them. These websites are wonderful and valuable resources. Most teachers keep them up to date, and full of valuable information. If you find your teacher is behind on the updating of their website, send them an email and let them know that you went to it, and are wondering when the next update is due. Putting the time into the website is more rewarding when you know that people actually go to it.

Also, our Board of Education meetings are open to the public, and we encourage everyone to attend. You get an opportunity to speak and have your opinions heard. Board of Education meetings discuss everything from curriculum to budget. Join us. We really do love to hear from you. You and your family are why we are here. Many community members stop into our meetings, particularly during budget development season (January through May). The Board meets the first and third Thursday evening of every month, normally at 7:30 in the office conference room. Board schedules, agendas and information are posted on our school website.

There are many organizations or events that are connected to Ashford School. The Ashford School PTO is the most active and supportive. The PTO is a fantastic supporter of school activities and even holds events that raise money to support school purchases. Joining the PTO, or any organization that meets at the school, is a way to keep in touch and be part of your child's school life. If you can't join, go to their website and see what they are doing for you and your child. You might find events or activities that you would like to participate in.

I have mentioned coming to meet with any of us individually, attending a meeting, joining our K-12 alert system, looking at our school website, looking at teacher's websites, e-mailing the administration or any member of the teaching staff, calling us, and participation in the PTO, as

the most effective ways to be sure that you are “in the loop,” and know what is going on in your child’s school life. Your child spends over six hours a day with us. Be part of it, be informed, and get the most out of it. We are here for you, and want to communicate. Ashford School is your school. Communicate!

Ashford Board of Education
Ashford, Connecticut

Series 3000
Business

PURCHASING

Scope: The following policy applies to funds controlled by the Board of Education.

I. COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process (\$10,000 or More)

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of \$10,000 or more must be made by sealed competitive bid. As set forth below, such purchases in the amount of at least \$5,000, but less than \$10,000, may be awarded by the Superintendent or his/her designee. Such purchases in the amount of \$10,000 or more must be awarded by the Board.

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

B. Bid Specifications

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

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

C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent of Schools or his/her designee at least once in a daily newspaper in the Town of Ashford. At least five (5) calendar days must intervene between the date of the last newspaper publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place

of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

D. Bid Openings and Awards

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

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

Within a reasonable time following the bid opening, the Superintendent of Schools or his/her designee will tabulate and analyze the bids. For contracts of at least \$10,000, but less than \$20,000, the Superintendent shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below. For contracts of \$20,000 or more, the Board shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below.

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

E. Bid Security

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

F. Requirements Governing Bid Awards

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

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

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

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

G. Rejection Of Bids

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

H. Advisement Of Bid Award

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

II. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$1,000 but less than \$10,000. Purchases of goods or services which involve an expenditure of less than \$1,000 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section IV.)

B. Process For Obtaining Quotations

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

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

III. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Proposal Process

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

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

B. Informal Competitive Proposal Process (\$10,000 to \$19,999)

Purchases of Special or Professional Services for at least \$10,000 or less than \$20,000 shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

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

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

C. Formal Competitive Proposal Process (\$20,000 or more)

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

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

Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

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

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

IV. WAIVERS

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

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

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

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

V. AUDITS

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

Approved by the Ashford Board of Education: **Tentative: January 17, 2013**
Final: September 19, 2013
Revised: November 7, 2013
Revision First Reading: 11/5/2015

Ashford Board of Education Budget Transfer, Purchasing and Monthly Reporting

Per approved Ashford Board of Education policy, the Board shall address budget transfers on a quarterly basis. The Board gives line item spending authority to the Superintendent of Schools except for the following situations:

- Salary/wage adjustments and new hire salaries or wages;
- Any expenditure that exceeds his spending authority per Ashford Board of Education policy, or current ordinance of the Town of Ashford.

The above noted items must be brought before the Board of Education for approval prior to executing any change and/or purchases.

Once per month, the District Finance office shall provide the following reports and information to the BOE for review and approval:

- Actual and Budgeted Expenses and Encumbrances (object detail)
- Actual and Budgeted Expenses and Encumbrances (extra detail)
- Monthly Accounts Payable report (paid invoices)
- Non-contractually obligated payments made to the Superintendent or for which he is the direct recipient of goods or services, including but not limited to reimbursements, membership dues and subscriptions.

Enrollment Summary: Federal Ethnicity and Race Report

Ashford School

View:

Federal Ethnicity and Race

Students:

- ☐ All Active Enrollments
☒ Current Selection

Date:

11/04/2015

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	11 8 / 3	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	8 6 / 2	2 1 / 1	1 1 / 0	0 0 / 0
-1	32 18 / 14	0 0 / 0	0 0 / 0	1 0 / 1	1 1 / 0	26 16 / 10	3 0 / 3	1 1 / 0	0 0 / 0
0	43 19 / 24	0 0 / 0	1 0 / 1	1 1 / 0	0 0 / 0	34 14 / 20	3 2 / 1	4 2 / 2	0 0 / 0
1	35 22 / 13	0 0 / 0	0 0 / 0	3 2 / 1	0 0 / 0	24 15 / 9	4 3 / 1	4 2 / 2	0 0 / 0
2	39 20 / 19	0 0 / 0	1 0 / 1	0 0 / 0	0 0 / 0	33 17 / 16	2 2 / 0	3 1 / 2	0 0 / 0
3	33 16 / 17	0 0 / 0	0 0 / 0	2 2 / 0	0 0 / 0	26 14 / 12	5 0 / 5	0 0 / 0	0 0 / 0
4	44 22 / 22	0 0 / 0	2 0 / 2	1 0 / 1	0 0 / 0	38 20 / 18	2 1 / 1	1 1 / 0	0 0 / 0
5	40 12 / 28	0 0 / 0	0 0 / 0	1 1 / 0	0 0 / 0	35 9 / 26	4 2 / 2	0 0 / 0	0 0 / 0
6	37 21 / 16	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	35 21 / 14	2 0 / 2	0 0 / 0	0 0 / 0
7	52 27 / 25	0 0 / 0	3 0 / 3	4 3 / 1	0 0 / 0	42 22 / 20	3 2 / 1	0 0 / 0	0 0 / 0
8	35 22 / 13	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	34 21 / 13	1 1 / 0	0 0 / 0	0 0 / 0
Total	401 207 / 194	0 0 / 0	7 0 / 7	13 9 / 4	1 1 / 0	335 175 / 160	31 14 / 17	14 8 / 6	0 0 / 0

The Federal Ethnicity and Race view displays aggregate student data as required by the Federal Ethnicity and Race Categories from the U.S. Department of Education. See the help for more information.

Legend

Icons  - Date Entry

NOTICE OF MEETINGS

Type	Notice	Agenda/ Notice Contents	Adding to Agenda/ Notice	Filing Record of Votes	Filing Minutes
Regular	File yearly schedule with Sec'y Of State (state) or Town Clerk (municipal) by Jan. 31 st **	Agenda available at least 24hrs. before meeting. **	Agenda items may be added by 2/3 vote of those members present and voting.	Within 48 hrs. after meeting (if minutes not available within 48 hours).	Within 7 calendar days after meeting. ***
Special	At least 24 hrs. before meeting, file at Sec'y Of State (state) or Town Clerk (municipal). *	At least 24 hrs. before meeting. Time, place and business must be included in notice. *	Not permitted	Within 48 hrs. after meeting (if minutes not available within 48 hours).	Within 7 business days after meeting. ***
Emergency	None required if emergency is justified.	None required if emergency is justified.	Only emergency matters may be considered.	Within 48 hrs. after meeting (if minutes not available within 48 hours).	Within 72 hrs. after meeting. Must state reason for emergency. ***

* Available with Sec'y Of State (state) or Town Clerk and in place of business. Also, must be posted on agency website.

** Available with Sec'y Of State (state) or Town Clerk and in place of business. Also, must be posted on websites for state agencies only.

*** Must be posted on agency website.

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

October 16, 2015

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 31st. 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 1st 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 2016

New Year's Day	Friday, January 1, 2016
Martin Luther King's Day	Monday, January 18, 2016
Presidents' Day	Monday, February 15, 2016
Good Friday	Friday, March 25, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Columbus Day	Monday, October 10, 2016
Veterans' Day	Friday, November 11, 2016
Thanksgiving	Friday, November 25, 2016
Christmas	Monday, December 26, 2016
	Tuesday, December 27, 2016
New Year's Day	Monday, January 2, 2017
Martin Luther King's Day	Monday, January 16, 2017

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 and kzulick@ashfordtownhall.org.
- The e-mail address for submitting to the town website is: cbaker@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

Under \$200,000

The towns in this group are the relative bargains of Connecticut, places where your house-buying dollar will go its furthest. Consequently, many of these places are either off the beaten path or have an abundance of affordable housing.

Norfolk tops this group because of high scores in education, economy and community engagement—in fact, the town's voter turnout in the last election was more than 70 percent, among the highest in the state, which even in a town with a population of a little more than 1,700, is still impressive. Residents are clearly interested in how their town—and the state beyond it—is run.

Also in the top ten is Middletown, a place that has seen a nice surge in culture and leisure activities, especially in terms of great new eateries. Unlike many of the towns rated highly in this group, it is . . . well, in the *middle* of the state, which means it has excellent access to almost every other area in Connecticut, a very nice bonus.

HOW TO READ THE CHART: The chart below shows the 43 towns with a median home value under \$200,000. The best possible rating in each category is 1 and the worst is 43.



TOWN	MEDIAN HOME VALUE	CULTURE/LEISURE	ECONOMY	CRIME	COMMUNITY ENGAGEMENT	EDUCATION	TOTAL
Norfolk	\$197,000	12	2	16	1	1	32
Coventry	\$162,200	16	5	15	3	4	43
Hampton	\$173,900	32	7	5	2	12	58
Ledyard	\$199,700	22	8	8	14	9	61
Ashford	\$198,200	42	6	2	10	3	63
Middletown	\$187,900	1	17	25	4	18	65
Chaplin	\$167,800	17	24	1	9	15	66
Stafford	\$147,300	20	19	3	19	8	69
Cromwell	\$196,400	14	3	27	17	10	71
Thomaston	\$157,100	28	12	17	7	11	75
Montville	\$198,000	25	16	11	11	16	79
Brooklyn	\$192,300	37	1	12	31	2	83
Enfield	\$168,300	6	14	23	21	22	86
Wolcott	\$194,200	39	4	22	15	7	87
Thompson	\$187,700	21	9	4	34	23	91
Sprague	\$176,300	43	28	9	6	6	92
Vernon	\$170,400	36	18	10	8	20	92
Windsor	\$185,100	11	11	18	23	34	97
Winchester	\$140,800	19	27	21	30	5	102

Bristol	\$170,400	8	33	29	16	17	103
Plainville	\$190,000	18	13	38	25	14	108
Torrington	\$131,600	4	30	31	20	24	109
Griswold	\$182,500	24	21	13	26	26	110
Bloomfield	\$189,800	10	25	30	5	41	111
Hamden	\$199,300	3	20	37	22	29	111
Windsor Locks	\$173,100	31	10	24	18	28	111
Killingly	\$168,100	7	31	14	37	27	116
Manchester	\$161,900	5	23	36	12	40	116
Putnam	\$141,200	13	22	26	40	31	132
West Haven	\$166,500	15	35	41	24	18	133
Norwich	\$134,100	9	38	39	41	13	140
Plymouth	\$160,500	40	29	20	29	25	143
Derby	\$179,000	29	37	33	13	35	147
East Windsor	\$156,800	35	15	42	35	21	148
Sterling	\$170,800	41	32	6	38	33	150
Plainfield	\$130,200	38	34	7	42	32	153
East Haven	\$176,800	34	26	34	27	36	157
Ansonia	\$170,300	26	39	28	32	38	163
Meriden	\$150,400	23	40	35	28	37	163
Naugatuck	\$157,300	30	36	32	36	30	164
Windham	\$168,000	27	42	19	33	43	164
New London	\$145,000	2	43	43	43	42	173
East Hartford	\$144,500	33	41	40	39	39	192

Ashford Board of Education

2nd Reading Policy Summary – November 5, 2015

The first reading of all policies and one policy regulation listed on this board of education agenda under “Old Business” occurred on October 1st. Policies or regulations are listed below that require the board to act upon on the inclusion of additional language:

Series 4000: Reporting of Child Abuse, Neglect and Sexual Assault

The policy as presented and Appendix A are required. The board would need to authorize adding the optional Appendices B & C to the policy. Adding the optional appendices are not recommended by the Superintendent. As indicated by counsel, they may be a useful resource in the training of staff in identifying abuse and neglect.

Series 5000: Student Records (FERPA)

The board has the right to charge no more than \$.50 per page for copies of education records. Council included the optional language (page 7) in the first reading if the BOE wishes to include this optional charge in its policy.

Series 1000: Administrative Regulation Regarding Sexual Offenders

The second reading does not include optional language that would include providing a link to the Dept. of Public Safety’s sex offender registry; nor that the Superintendent would post a notice on the school website if an offender was identified within the Ashford School community.