

Ashford Board of Education
Meeting Minutes – November 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.

Prior to the commencement of the regular meeting, members of the 5th Grade Class at Ashford School shared a power point presentation with the Board of Education and all others present, including their families. The students were learning about Columbus in Ms. Aubrey's Spanish class and about Native Americans in Mr. Horn's social studies class. The students had asked their teacher, Ms. Aubrey, if they could address the Board of Education, and ask them if they would consider changing the Columbus Day holiday at Ashford School to Native Americans Day.

Students S. Holmes, S. Garrison, P. Perosky, L. Brown, S. York, K. Donegan, A. Fleming and S. Landry showed slides and verbally shared facts and information concerning Columbus and the Native Americans including those in Connecticut, in support of their request to the Board.

The Board and the administration applauded and were very impressed with the presentation, admiring the poise, preparation and initiative of the students in bringing their request forward. Members thanked the students, their families and their teacher for attending and sharing this example of the great things that are happening at Ashford School.

Call To Order

Chair J. Rupert called the meeting to order at 8:12 PM. Present were J. Rupert, J. Lippert, K. Warren and K. Rourke (8:11 pm). Also present were Dr. J. Longo, Superintendent, Business Manager D. Neel (8:13 pm), Board member elect L. Donegan, Principal T. Hopkins, Director of Pupil Personnel C. Ford, teacher R. Aubrey and recording secretary J. Barsaleau. Unable to attend were board members M. Matthews and J. Calarese.

Persons to be Heard

None

Communications

A copy of the Fall Newsletter from Shipman & Goodwin was included in the agenda packet. It was noted that the DOT has placed "fines doubled" signs on Rt. 89. Draft copies of the FY 15 audit and management letter were provided to the chair and vice-chair. K. Rourke and D. Neel attended a meeting of the Board of Finance, and reported that the auditors:

- were pleased that items in last year's audit and management letter have been addressed;
- advised the Town and the BOE to establish fraud risk management practices and a credit card policy;
- recommend a new accounting system and a central server.

Approval of Minutes: 10/01/2015; 10/15/2015; 11/05/2015

Motion by K. Warren to approve the regular meeting minutes of 10/01/2015 as presented, seconded by J. Lippert and carried unanimously.

Motion by K. Warren to approve the regular meeting minutes of 10/15/2015 as presented with one edit under Persons to be Heard, last sentence to change from "for him" to "for his". Motion seconded by J. Lippert and carried unanimously.

Motion by K. Rourke to approve the regular meeting minutes of 11/05/2015 as presented, seconded by K. Warren and carried unanimously.

Distribution of Administrative Reports

a. Superintendent

Dr. Longo's report is attached. Dr. Longo suggested the board consider a shorter agenda for the first meeting of the month to include committee meetings and roundtable discussions. He encouraged more student presentations like the one heard earlier this evening. Discussion followed, the first December meeting will include public budget input.

b. Business Manager

Mr. Neel provided written and financial reports through October 2015. There were no non-contractual payments to or for the benefit of the Superintendent for the period reported. A brief discussion followed concerning zero-based budgeting practices.

Motion by K. Rourke to accept the report of the Business Manager, as presented. Motion seconded by K. Warren and carried unanimously.

c. Principal/Asst. Principal

Mr. Hopkins distributed an after school program flyer and reviewed his report. Mr. Dukette's report was distributed for review.

d. Director of Pupil Personnel

Mrs. Ford distributed and reviewed her report with the members.

e. Quarterly Reports: Cafeteria/Health Room

Written reports from the food services manager and the school nurse were included in the agenda packet for members to review.

New Business

a. FY 15 Draft Audit Follow Up Report

There were no desk audit findings for the ED001. The FY 15 draft audit was presented at the Board of Finance meeting and discussed under *Communications*.

b. First Reading of Board Policy Updates Provided by Counsel (Series 5000 – Use of Private Technology by Students; Wellness)

The *Use of Private Technology by Students* policy draft includes some optional language. Dr. Longo recommends exclusion of this language. The *Wellness* policy is presented as is for first reading. Members should review both policies and direct any questions to the Superintendent's office.

Old Business

a. Second Reading of Policies: (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 the names of the policies for being considered for adoption.

Motion by K. Warren to adopt all of the policies as presented and to include the optional language presented in Series 1000 "Prohibition Against Smoking". Motion seconded by K. Rourke and carried unanimously.

b. Board of Education Committee Appointments

Appointments will be tabled until all board members are present. Discussion followed for the need to appoint a member to the Long Term planning committee to represent the Board at Capital Improvement meetings. John Lippert agreed to represent the Board of Education concerning Capital Improvement, with Jim Rupert as an alternate.

Next Meeting Date/Agenda Items

The next regular meeting date is 12/03. Agenda items will include Public budget input, roundtable discussion and committee appointments.


Superintendent Evaluation (Executive Session, Action Anticipated)

J. Rupert reminded all members to conclude their working drafts.

Motion by J. Rupert to table Superintendent Evaluation, seconded by K. Rourke and carried unanimously.

Motion to adjourn the meeting at (10:03 pm) made by K. Warren seconded by J. Lippert and carried unanimously.

Recorded by:


Jennifer Barsaleau
Recording Secretary

Approved by the Ashford Board of Education: December 17, 2015

Ashford Board of Education
Ashford, Connecticut

Regular Meeting Agenda
November 19, 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: 10/01/2015; 10/15/2015; 11/05/2015
5. Distribution of Administrative Reports
 - a. Superintendent
 - b. Business Manager
 - c. Principal/Asst. Principal
 - d. Director of Pupil Personnel
 - e. Quarterly Reports: Cafeteria and Health Room
6. New Business
 - a. FY 15 Draft Audit Follow Up Report
 - b. First Reading of Policies: (Series 5000 - Use of Private Technology by Students; Wellness)
7. Old Business
 - a. Second Reading of Policies: (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)
 - b. Board of Education Committee Appointments
8. Next Meeting Date/Agenda Item
9. Superintendent Evaluation (Executive Session Anticipated)
10. Adjournment

Ashford Board of Education Goals

The Ashford Board shall:

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

All meetings, conferences, programs and activities at Ashford School are available, without discrimination, to individuals with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the American with Disabilities Act.

Individuals with disabilities requesting relocation of this meeting should call the Superintendent at 429-1927 or e-mail a request to jplongo@ashfordct.org 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.

Fall 2015



Labor & Employment Practice Group

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Workplace Speech Protections Refined by Connecticut Supreme Court

We don't generally report on developments that will likely be of more interest to lawyers than clients, but a recent decision from our state's Supreme Court justifies an exception. The case arose when an employee of UBS Realty was terminated, allegedly in retaliation for his raising issues about inaccurate valuation of real estate investments held by UBS, and other improprieties he claimed constituted violations of securities laws.

He brought suit, alleging violations of Connecticut state statutory and constitutional provisions protecting freedom of speech. His employer attempted to get the case dismissed based on the reasoning of the U. S. Supreme Court in *Garcetti v. Ceballos*, namely that federal constitutional protection of freedom of speech does not apply when an employee is talking about matters that relate to his assigned duties. The judge referred the matter to the Connecticut Supreme Court for a ruling on whether the free speech provisions of our state constitution should be interpreted in the same way as their federal counterpart.

Without going into the court's detailed reasoning, the bottom line is that the justices concluded *Garcetti* did not apply to claims brought under Connecticut law.

However, they did not conclude that all job-related speech was protected to the same extent as, for example, political speech. Instead, they adopted the logic of one of the dissenting justices in the *Garcetti* case, who said that employee speech relating to their official duties was only protected if it concerned "official dishonesty, deliberately unconstitutional action, other serious wrongdoing, or threats to health and safety." They said that same standard should apply, regardless of whether the statements were made by a government worker or a private sector employee.

The UBS Realty case was sent back to the trial court for a determination of whether the employee's statements fell within that definition. Thus the employer is not off the hook entirely, as it would have been under the *Garcetti* standard, but at least has room to argue that the complaints lodged by the employee before he was terminated were not serious enough to meet the standard adopted by our state Supreme Court.

Our advice to employers who are considering taking action against an employee because of something he or she has said in the course of their job is to first assess whether the speech simply reflects a policy difference with the employer (not

protected), or a matter of public concern involving allegations of serious wrongdoing (protected). If the answer is less than clear, the prudent approach may be to find some other way to address the situation.

Accommodating Religious Beliefs is Complicated

One of the common problems in making allowances for the religious beliefs and practices of employees is adjusting their schedules as required by their faith, whether it means a particular day off each week or breaks during the workday for prayer. For example, a few years ago an employee of Connecticut's Department of Developmental Services demanded a schedule that allowed him to participate in religious observances, but declined to exercise his seniority to choose a schedule which accomplished that result. Presumably the available

options had elements he didn't like.

Recently a federal appeals court rejected his claim. The judges said an employer is not required to incur overtime costs, or inconvenience other employees, in order to grant a worker the particular accommodation he requests. An important factor in the decision appears to have been the fact that the employee was covered by a union contract that spelled out his rights and those of his co-workers, and his requested accommodation would have violated the contractual rights of other union members.

However, the situation is very different if the accommodation costs the employer nothing, and no co-workers are impacted.

A clear example is the well-publicized decision in which Abercrombie & Fitch was recently found guilty of religious discrimination against a Muslim job applicant who wore a headscarf. The company said this did not fit the image it wanted to convey, but the courts gave that claim short shrift. The same result would likely apply to other religion-based headgear or apparel.

Another battle employers likely cannot win is a dispute over what constitutes a religious belief. Last month the EEOC won a lawsuit on behalf of an Evangelical Christian mine worker who objected to using his employer's hand scanner to track time and attendance, since he associated it with a system used by followers of the antichrist known as "the mark of the beast." Religious beliefs do not have to

be generally accepted or even rational in order to be protected, in the view of the EEOC and the courts.

Our opinion is that unless an employer can prove an employee's claim of religious belief is dishonest, the safest route is to accept it at face value. For example, many healthcare entities have concluded it is likely unavailing to question an employee's religious objection to flu vaccination, and the better approach is to simply require him or her to wear a mask as a protection against contracting or spreading the disease.

Old Law Gets New Interpretation

It's probably safe to say that none of today's employment lawyers were practicing in 1949, when the General Assembly enacted Connecticut General Statutes Section 31-49, captioned "Care required of a master for his servant's safety." The law, which is rarely cited today, says a "master" must provide "his servant" with a reasonably safe workplace, and "fit and competent persons as his colaborers" and his "vice-principal" (i.e. supervisor).

Most practitioners have assumed the old law only applies if a worker is injured because of an unsafe workplace or incompetent people to work with. In most cases, therefore, the matter is dealt with through the workers compensation system rather than this arcane statute.

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However, a creative plaintiff's attorney has convinced a judge that the law also protects workers against emotional distress caused by unfit co-workers or supervisors. The case involved a Stanley Black & Decker employee who complained of a verbally abusive manager. She claimed she should not have to repay a \$5000 signing bonus, despite the fact that she resigned before completing the two years of work necessary to earn it, because the company permitted her supervisor to engage in harassing and abusive behavior.

Although the court did not recognize a private cause of action based directly on Section 31-49, it said the statute set forth a public policy on which the employee could base her claim. The court concludes "that this statute requires the employer to provide to the employee a place in which to work free of physical danger and free of exposure to emotional and/or mental distress."

Our opinion is that while Stanley Black & Decker may still be able to convince the court that the employee was not mistreated by her supervisor, management must be wondering whether it would have been a wiser course of action to simply let her resign and keep her \$5000. Certainly it would have been less costly than litigating the issue.

Legal Briefs and Footnotes

You Won't "Like" This: Last year we reported on an NLRB decision in which it found that employees of a Watertown sports bar were engaged in concerted protected activity when they griped on Facebook about their employer's tax withholding practices. They were both fired, even though one of them merely clicked "like" in response to her co-worker's obscenity-laced tirade. Now a federal appeals court has upheld that decision, including the Board's

requirement of reinstatement with back pay. While acknowledging that customers of the bar probably saw the Facebook postings, the court pointed out that nothing in the exchange was intentionally false, nor was it likely to damage the employer's brand or drive customers away.

Hair Follicle Drug Test Okay: An engineering firm terminated an employee after he failed a drug test based on a hair sample, and he sued claiming a violation of Connecticut's drug testing law. However, a Superior Court judge has ruled that the law on its face is limited to urinalysis drug testing, and even though it may seem illogical to restrict some forms of drug testing and not others, it's up to the legislature to address that issue, not the courts. The judge's decision doesn't say whether the testing was random or uniformly required of all employees, but presumably the same logic would apply in either case.

Kleen Energy Workers Sue: Remember the 2010 explosion at a power plant in Middletown that killed six workers and injured dozens of others? Well, it also left many employees without jobs, even though they were not injured and were capable of working. Forty-five of them have brought suit, alleging that those responsible for the explosion owe them for their lost earnings. This may be the only case in recent memory where employees have requested damages even though they suffered no physical or emotional harm, and suffered no adverse employment action at the hands of their employer.



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What Accommodation is Reasonable?

Most employers that are subject to the Americans with Disabilities Act or the Connecticut equivalent have had to grapple with that question. It doesn't help that plaintiffs' lawyers keep pushing the envelope. A good example is a lawsuit filed against Sikorsky Aircraft on behalf of a deaf employee who claims he should be provided with a full-time interpreter so he can communicate with co-workers. Although Sikorsky offered other assistance, such as software programs the employee could use on his phone, he claimed these were inadequate. There is scant precedent for requiring the hiring of two employees to accomplish one job, and even some advocates for the deaf think this claim is a stretch. It will be interesting to see the outcome.

Be Careful What You Say: Hardly a month goes by without a decision from the Connecticut courts that drives home the lesson that casual remarks to employees can come back to haunt you in a lawsuit. The latest example involved a 62-year old manager who was fired and replaced with a 49-year-old. That by itself might not be enough to create an inference of age discrimination, but in the months prior to the termination the manager's boss said "your generation should be able to do research," and "the future of the company is with the youth," as well as similar statements. That was enough to convince a judge that a reasonable juror could infer from the boss' comments that age was a motivating factor in the termination decision.

Symphony Faces NLRB Hearing: It's no secret that the Hartford Symphony Orchestra has been having financial troubles, despite the transfer of its management to the Bushnell Center for Performing Arts. Accordingly, they tried to reduce the number of guaranteed

practices and performances for their unionized musicians, and reduce their pay by a commensurate amount. However, the union alleges that management sent out proposed contracts reflecting these changes without discussing them with the union first, despite the fact they were engaged in negotiations for a new collective bargaining agreement at the time. The NLRB has taken the position that the Symphony is therefore not negotiating in good faith, and has scheduled a hearing for mid-November if the parties cannot work out a resolution before then.

Fall Seminar Materials Available: More than 160 guests joined us for the Shipman & Goodwin Labor and Employment Fall Seminar on October 23. The presentations covered various hot topics (in three minutes or less); an advanced course on FMLA compliance; the NLRB and your employee handbook; and medical marijuana in the workplace. If you were not able to join us, but would like a complimentary copy of the materials, you may access them electronically at: www.shipmangoodwin.com/leseminar. If you know of others who may be interested, feel free to pass on this information.

Save the Dates:

Sexual Harassment Prevention Training

Tuesday, December 1, 2015
8:00 AM - 10:00 AM
Hartford Office

2015 Update on Data Privacy and Human Resources Law

Tuesday, December 11, 2015
8:00 AM - 11:00 AM
Hartford and Stamford Offices

Register at www.shipmangoodwin.com by clicking on the appropriate date on our events calendar.

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. C. Silver-Smith also addressed the same communication relative to the purchasing policies of the board. The board reported that there have been no changes to the purchasing policy since regulations were adopted in March. The board requested that past and present corrective action plan responses be reviewed. Dr. Longo will prepare a revision to the CSDE following that review.

Ms. Silver –Smith left the meeting.

Motion by K. Warren 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”. 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 can be accomplished through a project based learning program. J. Mozeiko asked if a more structured program had been considered, and had any model programs been looked at? Mr. Hopkins responded that they had. Renzuli project based learning will be utilized to provide these services.

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. More policies will be on the next meeting agenda for first reading. 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 excluded 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. Requests for two members of the certified staff will be addressed when the appropriate forms have been received.

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.

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 Board of Education's appropriated budget fall under the management of the BOE.

Discussion followed concerning to the purchasing policy segment of memo from D. Neel to Dr. Longo concerning corrective action. Dr. Longo acknowledged that clarification was needed, and he would file a revision to the corrective action plan submitted to the CSDE.

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.

S. Morytko asked to speak from the audience and encouraged participation in the public hearings that will be forthcoming on the POCD, as it affects all residents of Ashford.

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 these items were sent to each member and included in the board packet. Members were asked to 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 gather 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, these will be incorporated and sent 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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Ashford Board of Education Bylaw: Meeting Conduct

Board chair J. Rupert requested that this bylaw be included in the agenda packet as a reminder of how the Board of Education should manage public comment. In its effort to improve communications with the public, the Board has often allowed members of the audience to speak at length during the public comment session and at other times during meetings. 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. 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. The communication contained suggested edits to the “Persons to Be Heard” section of the 10/1/15 Board of Education unapproved minutes. K. Rourke noted that she, Dr. Longo and Mr. Neel attended the Board of Finance meeting on October 8th. Mrs. Rourke reported she had presented a letter to the Board of Finance sharing her concerns about the manner in which the 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 the recording secretary 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 and 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 found the Business Office and Dr. Longo’s responses to recommendations made in the prior years audit management letter satisfactory. 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) and 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 a written report in the board agenda packet. She shared some thoughts about creating special education classroom and service space within the building; provided updates on legislative action, IEP Direct software training for staff, 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.

Optional language in the *Prohibition Against Smoking* policy will be added and all will be on the second November meeting agenda for second reading.

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:

Unapproved

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 Vice-Chairperson.

Motion made by J. Lippert to nominate both the Board of Education Vice-Chairperson and the 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:

Ashford School
Board of Education Meeting
November 19, 2015

Superintendent's Report

Welcome to the New BOE Members

With two members leaving the BOE, two new individuals joining the BOE, and the pending BOE committee appointments, we are in the position to re-examine the Board's goals and focus for the future as well as Ashford School emerging key issues.

- Support and direction of school initiatives, curriculum and general direction of the school
- Board Goals
- Capital Plans
- Budget priorities for the 2016-2017 school year
- Board member's role in the community
- Process and procedures of the BOE as individuals and BOE members
- New BOE member training by CABE

Proposal of a BOE Issues Roundtable Discussion

I would like to propose a roundtable discussion for the next BOE agenda, so that each BOE member can articulate their concerns, ideas and important issues. This would serve as a very helpful tool to the administration during the budget process as well as the coming year.

2016-2017 Budget Development

I will be putting forward an initial budget proposal at the next BOE meeting. (Superintendent's Proposed Budget) If you have anything that you would like the administration to consider in this initial proposal just let me know. I will be meeting with the administrative team over the next few weeks to put the finishing touches on our proposal.

State of the School Report

- The STEAM initiative
- Technology
- Curriculum revision and support

Administrative Team Reports

Each member of the administrative team writes a report, and/or attends, the second BOE meeting of every month. With the recent BOE reorganization, do you have any concerns or interests regarding this reporting process?

- Superintendent
- Principal
- Director of Pupil Services
- Business manager
- Cafeteria

Why the School Budget Process is Important to You

Dr. Longo – Ashford Citizen Article - November 19, 2015

Each year, beginning in December, the Ashford Board of Education, the Ashford Board of Finance, the Board of Selectmen, and ultimately the entire Ashford community engage in the budget process. This budget development process culminates in a vote upon a town and a school budget by referendum in May. This is part of the annual town budget process that results in the setting of your tax rate, as well as the allocation of funds for the town and the schools to operate. Over the past few years, about ten per cent of the town's eligible voters have voted in the May referendum. When you consider what is at stake, this is an alarming statistic. Ninety per cent of those eligible to participate elect not to do so. Their taxes, and the quality of their school system are left to a very small minority of townspeople. This article is written to encourage you to participate in budget development, and to vote in the May referendum, as well as let you know how easy it can be to do so.

For example, the Board of Education (BOE) begins the process this year at their December 3rd and December 17th meetings, when they first receive the Superintendent's recommended budget. The Board of Education meets regularly on the first and third Thursday of the month at 7:30 PM. at Ashford School. Meetings can last a few hours, but the public has the opportunity to speak early in the meeting, and after doing so, they may leave if they wish. Documents that are shared with the BOE are also available to anyone who attends the meeting, and they are made available on the Ashford School web site for anyone who cannot attend. These meetings are a great time to either comment on specific aspects of the proposed budget, or to make a general statement voicing your opinions regarding the budget process, and on the direction you would like to see the BOE take throughout the process. You can attend any BOE meeting, speak at the beginning, and let us know where, or on what, you believe the Board should focus its budget request. This may only take you a few minutes, but it would have considerable impact upon the process. It may actually be the most significant thing that you could do to influence the education that your children receive. If you do not have children in the system, it is an opportunity to voice your opinion and let people know what you would or would not support.

If you cannot attend a meeting, feel free to send me an email at jplongo@ashfordct.org and let me know what you think; and what I should propose, or discuss with the BOE. It is always helpful to know what the townspeople want. We discuss the budget twice a month for five months as the budget is developed and refined. There is plenty of time to comment in person or by email or phone call.

Consider it this way; either the BOE can develop a budget alone, without knowing what you think, or would support, or they can develop a budget knowing your concerns, and what you would or would not support. Either way a budget will be developed, and ultimately one will be voted upon in May. Ashford uses a town meeting form of government, so there are many opportunities to be heard and to participate. However, by the time there are town meetings devoted to the budget, the budget is just about formed. The most impact is had at early Board of Education (BOE), or Board of Finance (BOF) meetings. I believe that the best time is to be heard while the BOE or the BOF are still making decisions. Of course, the ultimate involvement is through your vote in the May referendum.

In December, the Superintendent presents his budget by highlighting significant changes and the bottom line cost to the town. This would be a natural time for citizens to attend a meeting, call or email, and voice their feelings. I, as your Superintendent, value your opinion and, while I have ideas and opinions as to the direction Ashford School should take, I have found that the opinions of citizens are often very helpful in refining the final budget proposal.

The Board of Education and the Board of Finance are comprised of your neighbors. They work hard to do what they believe is in the best interest of Ashford. They must balance the needs of the students with the needs of the taxpayers. This is difficult, because it is not easy to gauge what citizens are willing to pay for their school, and therefore, where to draw the line, or to increase or reduce the town or school budgets. We all need you to participate. You do not have to attend every meeting or even stay at meetings for hours, but we really want to hear from you. Email, call, or send us a note. But be heard. What we need is to hear your voice, and ultimately, for you to cast a vote in the May referendum.

As Superintendent of Schools, I represent the students through the Board of Education. Therefore, the focus of this article is devoted to how you can influence the BOE during the budget development process. However, you may elect to attend a Board of Finance meeting. They are always looking for your ideas and involvement. They also meet on Thursday nights in the town hall, usually the second and fourth Thursday of every month. Their schedule is posted on the town website, or available by calling the town hall. Almost any Thursday night for five months, from December to April, you can go to either a Board of Education, or a Board of Finance meeting and voice your opinion. If you do attend or let us know what you think, you increase the likelihood that the budget proposal voted upon during the referendum in May will represent your opinions.

Let's increase the percentage of eligible voters, parents and citizens who participate in the process. Let's insure that the final product reflects your values. I am sure that all of the Selectmen and Board members would love to hear from you during their meetings, and have you participate on voting day. I know that I can speak for the Board of Education when I say that the world is getting very competitive, and the job market that our students will enter is going to be competitive and demanding. We must budget to provide our students with the tools that they need to compete and succeed. We want to focus our proposals and our spending on areas that you support, and your children need. We need to feel that we are representing you as we prepare our students for the future.

As I have indicated throughout this article, the budget process is important because it defines what your taxes will be; and the available resources the school will have to support the education to Ashford's children. Your input and your vote are important to us. I hope to see you at one of our meetings, receive a call or an email, or meet with you at some point in the budget process. Remember, it begins in December and continues to evolve and develop for five months at both Board of Education and Board of Finance meetings.

There are a lot of very dedicated people, working very hard to insure that the town of Ashford is run efficiently and effectively. They can use your help and guidance during the process. I hope to see or hear from you over these next five months. Thank You!

Ashford
Business Manager's Report
November 2015
D. Neel

Budget 2015-16

The current unencumbered balance is a surplus of \$264,327. The small increase in the balance is due largely to timing of credits, which more than offset about \$11,000 of additional Special Education Paraprofessional wages due to an increase in hours.

Budget 2016-17

Budget development has begun in earnest. We are returning to a "zero-based" budgeting approach, meaning rather than simply multiplying line item budget amounts from the previous year by some inflationary factor, the staff has prepared detailed requests of products and services. The personnel budget has always been done this way. This thoughtful approach provides transparency and has the benefit of weeding out purchases that are no longer needed and otherwise would be embedded in the previous year base amounts.

We are seeking, also, to segregate the cost of new initiatives from those required to maintain the current level of program quality, in order to facilitate budget deliberations.

Cost Avoidance

The employer reporting requirements of the Affordable Care Act are complex and onerous. Most districts that outsource payroll, as we do, will have their payroll service provider generate the reports. However, due to the detailed way in which Lalaine San Diego monitors our health insurance benefits, she has discovered that we have sufficient detail to complete our own reports. This will save us more than \$1,000 per year.

Darcy Morgan has also been hard at work saving us money. She negotiated \$624 off of our current trash hauling contract and has done likewise for our water testing service for next year, avoiding for us an additional \$1,020.

Non-contractual Payments to or for the benefit of the Superintendent

None made this month.

ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund+Object

Account = First thru Last; Mask = ##-###-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2015 to October 2015

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
Certified Staff							
01-1100-111-00000	Elementary Certified Staff	929377.50	178726.45	178726.45	750651.05	0.00	0.00
01-1100-111-07100	ARRA Stablization Elemtry Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1101-111-00001	Middle School Certified Staff	720508.00	141513.05	141513.05	582627.95	(3633.00)	(0.50)
01-1101-111-07102	ARRA Stablization Middle Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1102-111-02120	Remedial Certified Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1103-111-01003	Art Certified Staff	50000.00	8520.95	8520.95	35788.05	5691.00	11.38
01-1103-111-02003	Music Certified Staff	98645.00	18970.20	18970.20	79674.80	0.00	0.00
01-1104-111-00004	World Language Certified Staff	146553.00	28183.30	28183.30	118369.70	0.00	0.00
01-1106-111-04120	Enrichment Certified Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1109-111-00009	Phys Ed/Health Certified Staff	101507.00	17413.65	17413.65	73137.35	10956.00	10.79
01-1109-111-07104	ARRA Stablization PE Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1112-111-01012	Coaches	17694.00	0.00	0.00	16832.00	862.00	4.87
01-1112-111-02012	Program Advisors	5389.00	0.00	0.00	5389.00	0.00	0.00
01-1112-111-03012	Prog Directors & Coordinators	6271.00	0.00	0.00	6271.00	0.00	0.00
01-1200-111-01120	SpEd Certified Staff	133839.00	22146.75	22146.75	94194.25	17498.00	13.07
01-1200-111-02120	Remedial Certified Staff	130984.00	25189.25	25189.25	105794.75	0.00	0.00
01-1200-111-03120	Psychologist Certified Staff	124964.00	18407.15	18407.15	77309.85	29247.00	23.40
01-1200-111-04120	Enrichment Certified Staff	48247.00	9278.25	9278.25	38968.75	0.00	0.00
01-1200-111-05120	Speech Certified Staff	58351.00	11221.35	11221.35	47129.65	0.00	0.00
01-1200-111-06220	DCF Placement Cert Salaries	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-111-07106	ARRA Stablization SpecEd Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-111-07108	ARRA Stablization Speech Staff	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-111-01220	Superintendent	70786.41	24710.49	24710.49	46675.51	(599.59)	(0.85)
01-2200-111-02220	Principal	126490.27	43785.00	43785.00	82705.00	0.27	0.00
01-2200-111-03220	Special Ed Director	97770.00	34051.14	34051.14	64318.86	(600.00)	(0.61)
01-2200-111-04220	Assistant Principal	80000.00	27692.28	27692.28	52307.72	0.00	0.00
01-2200-111-05220	Curriculum Director	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Certified Staff		2947376.18	609809.26	609809.26	2278145.24	59421.68	2.02
Non-Certified Staff							
01-1100-112-00000	Elementary Paraprofessional	0.00	0.00	0.00	0.00	0.00	0.00
01-1100-112-00010	Regular Ed Paraprofessional	108772.79	20977.40	20977.40	85650.10	2145.29	1.97
01-1101-112-00000	Middle School Paraprofessional	0.00	0.00	0.00	0.00	0.00	0.00
01-1107-112-01007	Library Paraprofessional	24877.13	5459.40	5459.40	19304.60	113.13	0.45
01-1107-112-02007	Library Consultant	0.00	0.00	0.00	0.00	0.00	0.00
01-1112-112-01012	Athletic Officials	4600.00	560.00	560.00	4040.00	0.00	0.00
01-1112-112-02012	Extracurricular	20000.00	0.00	0.00	20000.00	0.00	0.00
01-1112-112-03012	After Sch Activities Transport	2117.73	(2501.83)	(2501.83)	6755.31	(2135.75)	(100.85)
01-1112-112-04012	Event Chaperones	1764.00	0.00	0.00	1764.00	0.00	0.00

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

Report Sequence = Fund+Object

Account = First thru Last; Mask = ##-###-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2015 to October 2015

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-1200-112-01120	Nursing Staff	62465.93	19930.58	19930.58	40135.42	2399.93	3.84
01-1200-112-02120	SpEd Paraprofessional	318807.23	71538.83	71538.83	296611.17	(49342.77)	(15.48)
01-1200-112-03120	SpEd Substitutes	45000.00	1317.50	1317.50	23682.50	20000.00	44.44
01-1200-112-06220	DCF Placement Non-Certified	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-112-00220	Business Manager	20000.00	11215.31	11215.31	21960.94	(13176.25)	(65.88)
01-2200-112-01220	Bookkeeper	112488.10	38938.50	38938.50	73550.50	(0.90)	0.00
01-2200-112-02220	Superintendent's Secretary	54979.47	19031.40	19031.40	35948.07	0.00	0.00
01-2200-112-03220	Principal's Secretary	57189.90	17292.34	17292.34	41089.66	(1192.10)	(2.08)
01-2200-112-04220	Substitute Teachers/Paras	80000.00	6787.50	6787.50	73212.50	0.00	0.00
01-2200-112-05220	Special Ed Secretary	36352.95	12583.71	12583.71	23769.29	(0.05)	0.00
01-2200-112-06220	Sub calling stipend	3000.00	1000.00	1000.00	2000.00	0.00	0.00
01-2200-112-07220	BOE Meeting Minutes Stipend	1000.00	0.00	0.00	1000.00	0.00	0.00
01-2540-112-01254	Custodians	194433.92	59600.50	59600.50	134201.62	631.80	0.32
01-2540-112-02254	Summer Custodians	5634.72	4406.16	4406.16	0.00	1228.56	21.80
01-2540-112-04254	Custodian Substitutes	6864.00	244.77	244.77	5363.23	1256.00	18.30
01-2540-112-05254	Emergency OT	1000.00	0.00	0.00	1000.00	0.00	0.00
01-2540-112-06254	Community	500.00	0.00	0.00	500.00	0.00	0.00
01-2550-112-01255	Drivers	135205.74	(7316.56)	(7316.56)	138421.58	4100.72	3.03
01-2550-112-02255	Transportation Coordinator	14841.00	882.39	882.39	17273.86	(3315.25)	(22.34)
01-2550-112-03255	Mechanic	43743.50	7932.86	7932.86	35607.15	203.49	0.47
01-2550-112-04255	Driver Sick/Personal Leave	7279.80	(539.55)	(539.55)	7768.75	50.60	0.70
01-2550-112-05255	Class Trip Transportation	10084.54	1286.96	1286.96	8798.04	(0.46)	0.00
01-2600-112-01260	Technology Paraprofessional	26061.75	6983.77	6983.77	18959.27	118.71	0.46
01-2600-112-02260	Technology Consultant	81069.75	27692.28	27692.28	52307.71	1069.76	1.32
TOTAL Non-Certified Staff		1480133.95	325304.22	325304.22	1190675.27	(35845.54)	(2.42)
Insurance							

01-2200-200-01220	Medical/Dental Insurance	938156.24	425632.71	425632.71	516012.72	(3489.19)	(0.37)
01-2200-200-01230	Group Life Insurance	10028.35	3398.87	3398.87	6225.54	403.94	4.03
01-2200-200-02220	Workers Compensation Insurance	70171.87	24202.33	24202.33	32825.50	13144.04	18.73
TOTAL Insurance		1018356.46	453233.91	453233.91	555063.76	10058.79	0.99
Other Insurances							

01-2200-205-01220	Social Security/Medicare Costs	178020.52	36553.60	36553.60	130340.18	11126.74	6.25
01-2200-205-02220	Non-Certified Retirement Costs	32096.52	7703.85	7703.85	37936.08	(13543.41)	(42.20)
01-2200-205-02230	Non-Certified Other Benefits	60607.14	61462.00	61462.00	20264.00	(21118.86)	(34.85)
01-2200-205-03220	Unemployment Compensation Cost	1002.00	2770.00	2770.00	4534.00	(6302.00)	(628.94)
01-2200-205-04220	Cert Retirement Healthcare	42105.48	6700.07	6700.07	23418.69	11986.72	28.47
01-2200-205-04230	Certified Other Benefits	91600.00	68723.12	68723.12	21284.60	1592.28	1.74
01-2200-205-05220	Vol Retirement Incentive Plan	0.00	0.00	0.00	0.00	0.00	0.00

Maintenance

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

Report Sequence = Fund+Object

Account = First thru Last; Mask = ##-###-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2015 to October 2015

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-1200-322-15254	Spec Ed Equip Maintenance	1000.00	409.95	409.95	590.05	0.00	0.00
01-2200-322-00220	Administrative Equipment Maint	500.00	0.00	0.00	0.00	500.00	100.00
01-2540-322-01254	Rubbish Removal	7818.00	2526.82	2526.82	5010.32	280.86	3.59
01-2540-322-02254	Asbestos Monitoring	550.00	0.00	0.00	275.00	275.00	50.00
01-2540-322-03254	Water	16000.00	1938.75	1938.75	13433.51	627.74	3.92
01-2540-322-04254	General Maintenance & Repairs	18000.00	6335.32	6335.32	11664.68	0.00	0.00
01-2540-322-05254	Sanitary System	4000.00	3140.00	3140.00	0.00	860.00	21.50
01-2540-322-06254	Fire Equipment	10000.00	1098.50	1098.50	8901.50	0.00	0.00
01-2540-322-07254	Generator Maintenance	4000.00	414.00	414.00	3586.00	0.00	0.00
01-2540-322-08254	Boiler	14000.00	4226.00	4226.00	9774.00	0.00	0.00
01-2540-322-09254	Grounds Upkeep	5000.00	3311.06	3311.06	1688.94	0.00	0.00
01-2540-322-10254	Painting	2000.00	666.94	666.94	483.06	850.00	42.50
01-2540-322-11254	Floor Covering	6000.00	6345.00	6345.00	0.00	(345.00)	(5.75)
01-2540-322-12254	Roof Maintenance	4500.00	0.00	0.00	4500.00	0.00	0.00
01-2540-322-13254	Renovations	0.00	0.00	0.00	0.00	0.00	0.00
01-2540-322-14254	Radon Testing	300.00	0.00	0.00	300.00	0.00	0.00
01-2540-322-15254	HVAC Maintenance	8000.00	5792.72	5792.72	2207.28	0.00	0.00
TOTAL Maintenance		101668.00	36205.06	36205.06	62414.34	3048.60	3.00
Equipment Maintenance							
01-1103-323-02003	Music Instrument Maintenance	600.00	170.00	170.00	430.00	0.00	0.00
01-1107-323-01007	Audio Visual Equipment Maint	0.00	0.00	0.00	0.00	0.00	0.00
01-1109-323-00009	Phys Ed/Health Equipment Maint	0.00	0.00	0.00	0.00	0.00	0.00
01-2600-323-02260	Tech Equip Maint	3000.00	0.00	0.00	1500.00	1500.00	50.00
TOTAL Equipment Maintenance		3600.00	170.00	170.00	1930.00	1500.00	41.67
Liability Insurance							
01-2200-324-00254	Student Accident Insurance	1150.00	1065.00	1065.00	0.00	85.00	7.39
01-2540-324-00254	Plant Insurance	28750.32	11757.24	11757.24	10903.24	6089.84	21.18
01-2550-324-00255	Transportation Insurance	16898.59	(258.47)	(258.47)	11007.26	6149.80	36.39
TOTAL Liability Insurance		46798.91	12563.77	12563.77	21910.50	12324.64	26.34
Transportation							
01-1200-331-00120	SpEd Transportation	73274.89	4985.50	4985.50	68289.39	0.00	0.00
01-2550-331-01120	Class Trip Tolls & Parking	100.00	17.00	17.00	0.00	83.00	83.00
TOTAL Transportation		73374.89	5002.50	5002.50	68289.39	83.00	0.11

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

Report Sequence = Fund+Object

Account = First thru Last; Mask = ##-###-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2015 to October 2015

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
Communication							
01-2200-340-01220	Telephone	7500.00	4086.82	4086.82	4695.78	(1282.60)	(17.10)
01-2200-340-02220	Postage	4000.00	1870.73	1870.73	1816.01	313.26	7.83
01-2200-340-03220	Internet	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-340-04220	Advertising	500.00	520.00	520.00	0.00	(20.00)	(4.00)
	TOTAL Communication	12000.00	6477.55	6477.55	6511.79	(989.34)	(8.24)
Outside Services							
01-1100-370-05120	Elem Out of District Tuition	0.00	0.00	0.00	0.00	0.00	0.00
01-1101-370-02120	RE Homebound Tutoring	0.00	0.00	0.00	0.00	0.00	0.00
01-1101-370-05120	MS Out of District Tuition	27100.00	0.00	0.00	27100.00	0.00	0.00
01-1102-370-04120	After School Math Support	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-370-01120	Outplacement Tuition	433731.00	58279.28	58279.28	239831.01	135620.71	31.27
01-1200-370-02120	Homebound Instruction/Tutoring	5000.00	0.00	0.00	5000.00	0.00	0.00
01-1200-370-03120	Extended School Year	40000.00	34512.31	34512.31	0.00	5487.69	13.72
01-1200-370-04120	After School Math Support	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL Outside Services	505831.00	92791.59	92791.59	271931.01	141108.40	27.90
Purchased Services							
01-2200-390-01220	Contract Mileage	2000.00	70.63	70.63	929.37	1000.00	50.00
01-2200-390-02220	Printing	1500.00	192.00	192.00	1308.00	0.00	0.00
01-2550-390-01255	Fleet Maintenance	39072.00	(9698.05)	(9698.05)	13086.54	35683.51	91.33
01-2550-390-02255	Bus Facility Building Usage	3600.00	(2400.00)	(2400.00)	6000.00	0.00	0.00
	TOTAL Purchased Services	46172.00	(11835.42)	(11835.42)	21323.91	36683.51	79.45
Supplies							
01-1100-410-01000	Elementary General Supplies	5000.00	768.75	768.75	4231.25	0.00	0.00
01-1100-410-02000	Elementary Reading Supplies	350.00	131.91	131.91	168.09	50.00	14.29
01-1100-410-03000	Elementary Math Supplies	150.00	0.00	0.00	300.00	(150.00)	(100.00)
01-1100-410-04000	Elementary Lang Arts Supplies	1863.00	273.50	273.50	1589.50	0.00	0.00
01-1100-410-05000	Elementary Health Supplies	100.00	0.00	0.00	100.00	0.00	0.00
01-1100-410-06000	Elementary Science Supplies	250.00	0.00	0.00	250.00	0.00	0.00
01-1100-410-07000	Elem Social Studies Supplies	150.00	0.00	0.00	150.00	0.00	0.00
01-1100-410-08000	Assessments	9800.00	2150.00	2150.00	7650.00	0.00	0.00
01-1100-410-09000	Elementary Art Supplies	150.00	0.00	0.00	150.00	0.00	0.00
01-1101-410-01001	Middle School General Supplies	4000.00	803.11	803.11	3196.89	0.00	0.00

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

Report Sequence = Fund+Object

Account = First thru Last; Mask = ##-###-####-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2015 to October 2015

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-1101-410-02001	Middle School LA Supplies	400.00	128.21	128.21	421.79	(150.00)	(37.50)
01-1101-410-03001	Middle School Math Supplies	250.00	0.00	0.00	600.00	(350.00)	(140.00)
01-1101-410-04001	Middle School Reading Supplies	250.00	0.00	0.00	300.00	(50.00)	(20.00)
01-1101-410-05001	Middle School Science Supplies	600.00	172.58	172.58	727.42	(300.00)	(50.00)
01-1101-410-06001	Middle School Social Stud Supp	100.00	37.99	37.99	562.01	(500.00)	(500.00)
01-1101-410-07001	Middle School Testing Supplies	300.00	0.00	0.00	0.00	300.00	100.00
01-1102-410-04120	Remedial Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-1102-410-08120	SRBI AT Products	0.00	0.00	0.00	0.00	0.00	0.00
01-1103-410-01003	Art Supplies	1500.00	1994.02	1994.02	1005.98	(1500.00)	(100.00)
01-1103-410-02003	General Music Supplies	350.00	0.00	0.00	0.00	350.00	100.00
01-1103-410-03003	Choral Supplies	1000.00	309.62	309.62	0.00	690.38	69.04
01-1103-410-04003	Band Supplies	1000.00	184.00	184.00	116.00	700.00	70.00
01-1104-410-00004	World Language Supplies	350.00	90.00	90.00	510.00	(250.00)	(71.43)
01-1104-410-06120	ELL Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-1106-410-03120	Enrichment Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-1107-410-01007	Library Supplies	405.00	60.56	60.56	0.00	344.44	85.05
01-1107-410-02007	Library Periodicals	800.00	378.55	378.55	0.00	421.45	52.68
01-1107-410-03007	Library Non-Print Supplies	650.00	150.00	150.00	0.00	500.00	76.92
01-1109-410-01009	Phys Ed Supplies	600.00	824.61	824.61	750.00	(974.61)	(162.44)
01-1109-410-02009	Health Supplies	250.00	0.00	0.00	0.00	250.00	100.00
01-1112-410-01012	Graduation Supplies	1400.00	32.60	32.60	1367.40	0.00	0.00
01-1112-410-02012	Athletic Supplies	2300.00	1224.25	1224.25	0.00	1075.75	46.77
01-1112-410-04012	After School Activities Suppli	0.00	134.84	134.84	0.00	(134.84)	0.00
01-1200-410-01120	SpEd Instructional Supplies	2000.00	306.44	306.44	1693.56	0.00	0.00
01-1200-410-01130	Gifted Program Supplies	5000.00	0.00	0.00	5000.00	0.00	0.00
01-1200-410-01140	CORR Life Skills Supplies	1500.00	0.00	0.00	1500.00	0.00	0.00
01-1200-410-01150	Behavior Support Supplies	1000.00	0.00	0.00	1000.00	0.00	0.00
01-1200-410-02120	Assessment Supplies	1000.00	549.15	549.15	450.85	0.00	0.00
01-1200-410-03120	Enrichment Supplies	1250.00	285.71	285.71	14.29	950.00	76.00
01-1200-410-04120	Remedial Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-410-05120	Medical Supplies	4000.00	725.40	725.40	3274.60	0.00	0.00
01-1200-410-06120	ELL Supplies	79.00	0.00	0.00	0.00	79.00	100.00
01-1200-410-07120	SpEd Software/Supplies	2000.00	479.00	479.00	1521.00	0.00	0.00
01-1200-410-08120	Special Needs Products (SIT)	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-410-01220	Administrative Office Supplies	4000.00	1535.66	1535.66	1769.12	695.22	17.38
01-2200-410-02220	Report Cards	5000.00	0.00	0.00	0.00	5000.00	100.00
01-2200-410-03220	BOE Newsletter	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-410-04220	Copier Paper	7766.00	0.00	0.00	7766.00	0.00	0.00
01-2540-410-01254	Plant Floor Supplies	5000.00	25.00	25.00	4975.00	0.00	0.00
01-2540-410-02254	Plant Cleaning Supplies	2500.00	542.18	542.18	1957.82	0.00	0.00
01-2540-410-03254	Plant General Supplies	4000.00	2656.95	2656.95	3658.68	(2315.63)	(57.89)
01-2540-410-04254	Plant Paper Supplies	10000.00	2060.10	2060.10	9989.90	(2050.00)	(20.50)
01-2540-410-05254	Plant Lighting Supplies	1300.00	173.28	173.28	1126.72	0.00	0.00
01-2540-410-06254	Plant Tools	500.00	0.00	0.00	500.00	0.00	0.00

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

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Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2015 to October 2015

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-2550-410-02254	Transportation Clean Supplies	150.00	0.00	0.00	0.00	150.00	100.00
01-2550-410-04254	Transportation Paper Supplies	200.00	0.00	0.00	0.00	200.00	100.00
01-2560-410-01256	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-2560-410-02256	Manage Breakfast Program	0.00	0.00	0.00	0.00	0.00	0.00
01-2600-410-01260	Technology Elementary Supplies	3000.00	853.77	853.77	2146.23	0.00	0.00
01-2600-410-02260	Technology Middle School Suppl	3000.00	825.78	825.78	2174.22	0.00	0.00
01-2600-410-03260	Technology Arts Supplies	470.00	0.00	0.00	0.00	470.00	100.00
01-2600-410-04260	Technology Tech Ed Supplies	500.00	0.00	0.00	300.00	200.00	40.00
01-2600-410-05260	Technology Library Supplies	1485.00	0.00	0.00	1485.00	0.00	0.00
01-2600-410-06260	Technology SpEd Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01-2600-410-07260	Technology Admin Supplies	3000.00	139.98	139.98	2860.02	0.00	0.00
01-2600-410-08260	Technology Subscriptions	25000.00	6701.50	6701.50	9977.48	8321.02	33.28
TOTAL Supplies		129018.00	27709.00	27709.00	89286.82	12022.18	9.32
Heating Fuel							
01-2540-411-00254	Plant Fuel	105000.00	71633.10	71633.10	33366.90	0.00	0.00
TOTAL Heating Fuel		105000.00	71633.10	71633.10	33366.90	0.00	0.00
Transportation Fuel							
01-2550-412-01255	Diesel	35500.00	40344.78	40344.78	0.00	(4844.78)	(13.65)
01-2550-412-02255	Gasoline	15000.00	1020.33	1020.33	8507.74	5471.93	36.48
TOTAL Transportation Fuel		50500.00	41365.11	41365.11	8507.74	627.15	1.24
Textbooks							
01-1100-420-01000	Elementary Supplemental Texts	300.00	0.00	0.00	0.00	300.00	100.00
01-1100-420-02000	Elementary Curriculum Upgrade	300.00	2054.10	2054.10	0.00	(1754.10)	(584.70)
01-1100-420-03000	Elementary Replacement Texts	0.00	0.00	0.00	0.00	0.00	0.00
01-1100-420-04000	Elementary Periodicals	300.00	0.00	0.00	0.00	300.00	100.00
01-1101-420-01001	Middle School Supplemental Tex	300.00	0.00	0.00	0.00	300.00	100.00
01-1101-420-02001	Middle School Reading Texts	0.00	0.00	0.00	0.00	0.00	0.00
01-1101-420-03001	Middle School Periodicals	300.00	0.00	0.00	0.00	300.00	100.00
01-1101-420-04001	Middle School Replacment Text	0.00	0.00	0.00	0.00	0.00	0.00
01-1101-420-05001	Middle School Curriculum Upgra	300.00	561.90	561.90	0.00	(261.90)	(87.30)
01-1103-420-00003	Art Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
01-1104-420-00004	World Language Textbooks	0.00	457.61	457.61	0.00	(457.61)	0.00
01-1109-420-00009	Phys Ed/Health Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-420-00120	SpEd & Support Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
01-1200-420-00130	Specialized Text (NIMAS)	200.00	0.00	0.00	200.00	0.00	0.00

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Fund: General Fund

Period: July 2015 to October 2015

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
TOTAL Textbooks		2000.00	3073.61	3073.61	200.00	(1273.61)	(63.68)
Library Books							
01-1107-430-01007	Library Books Grades K-4	0.00	(29.99)	(29.99)	0.00	29.99	0.00
01-1107-430-02007	Library Books Grade 5-8	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Library Books		0.00	(29.99)	(29.99)	0.00	29.99	0.00
Equipment							
01-1100-540-00000	Elementary Equipment	350.00	0.00	0.00	0.00	350.00	100.00
01-1100-540-00013	Elementary Furniture	0.00	0.00	0.00	0.00	0.00	0.00
01-1101-540-00001	Middle School Equipment	350.00	0.00	0.00	0.00	350.00	100.00
01-1101-540-00014	Middle School Equip(furniture)	1000.00	0.00	0.00	0.00	1000.00	100.00
01-1103-540-01003	Music Equipment	7690.00	(75.89)	(75.89)	0.00	7765.89	100.99
01-1107-540-01007	Library Equip/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
01-1109-540-01009	Phys Ed Equipment	6000.00	0.00	0.00	0.00	6000.00	100.00
01-1109-540-02009	Health Equipment	0.00	0.00	0.00	0.00	0.00	0.00
01-1112-540-02012	Athletic Equipment	2000.00	0.00	0.00	0.00	2000.00	100.00
01-1200-540-01120	AT Equipment Rental	3000.00	652.50	652.50	2347.50	0.00	0.00
01-1200-540-02120	Adaptive Equipment	3000.00	397.78	397.78	2602.22	0.00	0.00
01-1200-540-03120	Sp Ed Technology Equipment	2500.00	0.00	0.00	2500.00	0.00	0.00
01-2200-540-01220	Copier Lease	33419.00	9640.19	9640.19	23778.81	0.00	0.00
01-2200-540-02220	Administrative Equip/Furn	0.00	449.55	449.55	0.00	(449.55)	0.00
01-2540-540-00254	Plant Equipment	6000.00	3346.52	3346.52	0.00	2653.48	44.22
01-2600-540-01260	Technology Elementary Equip	11800.00	0.00	0.00	11800.00	0.00	0.00
01-2600-540-02260	Technology Middle School Equip	33000.00	0.00	0.00	33000.00	0.00	0.00
01-2600-540-03260	Technology Admin Equip	1500.00	0.00	0.00	1500.00	0.00	0.00
01-2600-540-04260	Technology Tech Ed Equip	0.00	0.00	0.00	0.00	0.00	0.00
01-2600-540-05260	Technology Network Equip	3222.00	0.00	0.00	3222.00	0.00	0.00
01-2600-540-06260	Technology SpEd/Support Equip	3480.00	0.00	0.00	3480.00	0.00	0.00
01-2600-540-07260	Technology Music Equipment	0.00	0.00	0.00	0.00	0.00	0.00
01-2600-540-08260	Technology Art Equip	0.00	0.00	0.00	0.00	0.00	0.00
01-2600-540-09000	Home Depot Rebate Expense	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Equipment		118311.00	14410.65	14410.65	84230.53	19669.82	16.63
Dues & Fees							
01-1113-640-01001	Robotic Competition Fees	2000.00	1469.13	1469.13	530.87	0.00	0.00
01-1200-640-00120	SpEd Dues & Fees	1000.00	565.10	565.10	434.90	0.00	0.00
01-1200-640-00130	SpEd Extra Curricular Fees	0.00	0.00	0.00	0.00	0.00	0.00

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

Report Sequence = Fund+Object

Account = First thru Last; Mask = ##-###-###-####

Level of Detail = Extra; Level = 9

Fund: General Fund

Period: July 2015 to October 2015

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-2200-640-01120	Character Dev Train & Material	2000.00	0.00	0.00	0.00	2000.00	100.00
01-2200-640-01220	Dues & Fees	9000.00	1322.00	1322.00	0.00	7678.00	85.31
01-2200-640-02220	Board of Education Expenses	1000.00	288.90	288.90	711.10	0.00	0.00
01-2200-640-03220	Professional Development	9000.00	3342.66	3342.66	5657.34	0.00	0.00
01-2200-640-04220	Principal's Discretionary Fund	800.00	500.00	500.00	300.00	0.00	0.00
01-2200-640-05220	Medical/Screenings	1299.00	(132.50)	(132.50)	252.50	1179.00	90.76
01-2200-640-06220	Penalty Fees & Interest	0.00	0.00	0.00	0.00	0.00	0.00
01-2200-640-07220	Stop Check Payment Fee	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Dues & Fees		26099.00	7355.29	7355.29	7886.71	10857.00	41.60
Audit Adjustments							
01-2200-700-99999	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
01-2700-700-00000	Operating Transfers Out-Cafe	500.00	0.00	0.00	0.00	500.00	100.00
01-2700-700-00001	XFR to 1% Fund	0.00	0.00	0.00	0.00	0.00	0.00
01-2700-700-00005	Audit Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Audit Adjustments		500.00	0.00	0.00	0.00	500.00	100.00
01-2200-910-00000	Supplement Appropriation	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL General Fund		7423071.05	1955893.44	1955893.44	5202850.92	264326.69	3.56

A/P Monthly Report			
11/18/15 14:40			
October 2015			
Object 200			
Vendor Name	Amount	Account Number	Description
Anthem Blue Cross Blue Shield	5,708.55	01-2200-200-01220	Period 10/1/15-10/31/15 Dental Insurance Premium
Connecticare Inc	90,916.71	01-2200-200-01220	Period 10/1/15-10/31/2015 Medical Insurance Premium
Connecticare Inc	87,061.49	01-2200-200-01220	Period 11/1/15-11/30/2015 Medical Insurance Premium
CIRMA	0.00	01-2200-200-02220	2nd QTR Workers Comp Insurance Premium
Sun Life Financial	1,862.26	01-2200-200-01230	Period 10/1/15-11/30/15 Group Life Insurance Premium
Total	\$185,549.01		
Object 205			
Vendor Name	Amount	Account Number	Description
Department Of Labor	1,385.00	01-2200-205-03220	Unemployment Expense Period Ending 8/31/2015
Connecticare Inc	1,931.70	01-2200-205-04220	Period 10/1/15-10/31/15 Cert Retirement Medical Insurance Premium
Connecticare Inc	1,931.70	01-2200-205-04220	Period 11/1/15-11/30/15 Cert Retirement Medical Insurance Premium
Anthem Blue Cross Blue Shield	201.39	01-2200-205-04220	Period 10/1/15-10/31/15 Cert Retirement Dental Insurance Premium
Total	\$5,449.79		
Object 312			
Vendor Name	Amount	Account Number	Description
CCSS	100.00	01-2200-312-02220	Annual Fall Conference Equipping Informed Citizens (K. Bryce)
Bureau Of Education & Research Inc	239.00	01-2200-312-02220	Project Based Learning In Content Areas Workshop (J.Rhubin)
Total	\$339.00		
Object 319			
Vendor Name	Amount	Account Number	Description
Complete Payroll Solutions	700.20	01-2200-319-03220	10/9/15 & 10/21/15 Payroll Processing Fee
Horizons Inc	0.00	01-1200-319-06120	Sept 2014 Behavior Therapy Services
Total	\$700.20		
Object 321			
Vendor Name	Amount	Account Number	Description
Eversource	2,821.15	01-2540-321-00254	Period 9/9/15-10/7/15 Facility
Eversource	11.85	01-2540-321-00254	Period 9/1/15-10/1/15 Lamp Post
Constellation New Energy	2,471.23	01-2540-321-00254	Period 9/10/15-10/7/15 Facility
Total	\$5,304.23		
Object 322			
Vendor Name	Amount	Account Number	Description
St of CT Department of Construction	400.00	01-2540-322-08254	Inspection/Certification Fee For Boiler & H2O Heater
Aqua Pump Inc	440.00	01-2540-322-03254	Sept 2015 Maintenance
Skips Wastewater Services Inc	0.00	01-2540-322-05254	
Franklin Paint Company Inc	20.25	01-2540-322-10254	Painting Supply-Tip For Field Lining Machine-Gasket
Life Safety Service & Supply	0.00	01-2540-322-06254	
Home Depot Credit Services	26.35	01-2540-322-10254	Paint For Readiness Bathrooms

The Stuart L. White Company	0.00	01-2540-322-06254	Inspected Pyro-Chem Fire Suppression & Replaced CO2 Cartridge
Hillyard / Rovic	445.06	01-2540-322-09254	Ice Melt Bags QTY# 34
Village Springs Distributor	45.00	01-2540-322-03254	H2O Delivery for Watercoolers Superintendent Office & Nurse
Willimantic Waste Paper	622.54	01-2540-322-01254	Oct 2015 Trash & Recycle Pickup Charge
Total	\$1,999.20		
Object 323			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
	0.00	01-1103-323-02003	
	0.00		
Total	\$0.00		
Object 324			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
CIRMA	750.00	01-2540-324-00254	Underground Storage Tank Premium Period 10/21/15-10/21/16
CIRMA	0.00	01-2550-324-00255	2nd QTR Transportation Insurance
Total	\$750.00		
Object 340			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Frontier	416.57	01-2200-340-01220	Period 10/3/15-11/2/15 Telephone Expense
Amazon	99.00	01-2200-340-02220	Amazon Prime Membership Renewal
Stamps.com	415.99	01-2200-340-02220	Purchased Postage & Monthly Maintenance Fee
Voice New England	1,170.75	01-2200-340-01220	6-Button Digital Display Phones QTY#8 & 16-Port Digital Station Blade QTY#1
Total	\$2,102.31		
Object 370			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
The CT Institute for the Blind	14,151.31	01-1200-370-01120	Period 9/1/15-9/30/15 SpEd Outplacement Tuition
Natchaug Hospital	13,356.00	01-1200-370-01120	Period 9/1/15-9/30/15 SpEd Outplacement Tuition
Big Y Foods Inc	0.00	01-1200-370-03120	
Natchaug Hospital	0.00	01-1200-370-03120	
Total	\$27,507.31		
Object 390			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Northern Tool & Equipment	343.00	01-2550-390-01255	Garage Supplies-Steel oil Drain, High Position Hoist Stand & Whip Hose Reel
Airgas USA LLC	0.00	01-2550-390-01255	
Bus Parts Warehouse	0.00	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Gates-Buick-Nissan	0.00	01-2550-390-01255	Purchased Parts For The Mid Bus
Furness Bros Inc	0.00	01-2550-390-01255	
Lawson Products Inc	487.50	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Top Line Supplies	26.10	01-2550-390-01255	Purchased JT6 HT#2 Single 7lbs Tub
Mansfield Supply	62.16	01-2550-390-01255	Garage/Workshop Kit & Tools
Shipman's Fire Equipment Co.	0.00	01-2550-390-01255	Annual Inspection Of All Bus Fire Extinguishers (Hydrotest & Recharge)
Napa Auto Willmantic	330.29	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Nutmeg International Trucks	1,136.45	01-2550-390-01255	Serviced Buses & Purchased Parts For Buses
Rawson Manufacturing Inc	0.00	01-2550-390-01255	
Terry's Transmissions	0.00	01-2550-390-01255	Diesel Treatment (1/2) Gallon Bottles 5 Cases
Mac Tools	190.97	01-2550-390-01255	Fluid Evacuator Plus, 6Piece Sanding Block Set & Swab Set QTY #325

Pete's Tire Barns Inc	0.00	01-2550-390-01255	Bus Replacement Tires
Total	\$2,576.47		
Object 410			
Vendor Name	Amount	Account Number	Description
Amazon	29.99	01-2200-410-01220	At-A-Glance 2016 Monthly Desk Pad
Amazon	41.97	01-2600-410-01260	White Stero Headphone Lightweight Collapsible QTY#3
Amazon	15.98	01-2200-410-01220	20105-2016 Academic Wall Calendar
Amazon	47.99	01-1200-410-01120	Zones of Regulation- Leah Kuypers Paperback
Amazon	15.98	01-1200-410-01120	4.75" Large Metal Steel Mountaineer Clip Push Open/Close
Amazon	824.61	01-1109-410-01009	Grades 3-6 Outdoor Recess Supplies & Storage Sheds To House Supplies
Amazon	13.98	01-1101-410-02001	The Twenty-One Ballons (Puffin Modern Classics) QTY# 2
Amazon	39.31	01-1101-410-01001	18" Convex Security Mirror
Apple Inc	627.00	01-2600-410-01260	Apple Thunderbolt To FireWire Adapter
Apple Inc	627.00	01-2600-410-02260	Apple Thunderbolt To FireWire Adapter
Big Y Foods Inc	48.16	01-1200-410-01120	Food Supplies for CORR Program
Blick art materials	273.03	01-1103-410-01003	Art Paint Supplies QTY #19 64oz cannisters
Demco	46.57	01-1107-410-01007	Kapco Easy Repair Tape 1"mil & 2" mil
Lakeshore Learning Materials	119.57	01-1200-410-01120	Grades 1-3 Fluency Card Bank, Alphabet Learning Locks & Reading in a Flash!
Gia Publications Inc	172.97	01-1103-410-03003	Folksong Picture Book Bundle
West Music	136.65	01-1103-410-03003	Boomwhackers Diatonic Set, American Song Slide Whistle & Ultimate Game
GTM Sportswear	498.00	01-1112-410-02012	Cross Country/ Track & Field Shirts & Shorts
Learning Foundations Inc	2,150.00	01-1100-410-08000	Lexia Reading License 25 Seats
Really Good Stuff Inc	131.91	01-1100-410-02000	Prefix & Suffix Slide And Learn, Sight Word Bracelets & Journals
Senor Wooly LLC	90.00	01-1104-410-00004	Pro Plan 2 Year Subscription to SenorWooly.com
USI Education & Government Sales	488.79	01-2200-410-01220	Laminate 27" Mil 1.5 Core 1" QTY# 12
Home Depot Credit Services	49.88	01-2540-410-03254	0.7 CMO White Microwave Oven For Staff Room
Home Depot Credit Services	472.51	01-2540-410-03254	Shelves And Hardware For Readiness Bathroom & Cell Shade For COR Room
Franklin Paint Company Inc	570.80	01-1112-410-02012	Paint To Line Soccer / Baseball Fields
School Specialty	45.20	01-1100-410-01000	Blue-Califone 2800-BL Listening First Stero Headphone QTY# 5
Educational Innovations Inc	40.90	01-1101-410-05001	Shrinking Plastic Sheets
Really Good Stuff Inc	109.41	01-1100-410-04000	Vocabulary Jumbo Journals, Perfect Paragraph Pocket Chart & Magical CVC Wand
WB Mason	28.49	01-1100-410-01000	Skip-A-Line Ruled Newsprint Paper & 12" Wooden Rulers
Scholastic Inc	114.23	01-1101-410-02001	Nelson Mandela-"No Easy Walk To Freedom" Paperback QTY#20
Gover's Scorebooks	25.50	01-1112-410-02012	Cross Country Scorebooks: Scoring Sheets (30 Meets)
Global Imports Inc	61.10	01-2200-410-01220	Duracell Size AAA Alkaline Battery-Bulk QTY#168
Corel Corporation	59.99	01-2600-410-07260	Toast 14 Titanium-ESD Software
Go Knapping.com	37.99	01-1101-410-06001	Basic Flint Knapping Kit
Facts4Me Inc	150.00	01-1107-410-03007	Research Site For All Subjects From Pre-K-8th Grades
Hillyard/Rovic	25.00	01-2540-410-01254	Red Buff Pad 12" QTY #10
Oriental Trading Company Inc	82.49	01-1100-410-01000	Holiday Stickers, Winter Activity Pads & Holiday Craft Kits
Vex Robotics Inc	124.80	01-1200-410-03120	Vex IQ- Bank Shot Full Field & Game Elements Kit
Total	\$8,437.75		
Object 411 & 412			
Vendor Name	Amount	Account Number	Description
Dime Oil LLC	0.00	01-2540-411-00254	Plant Heating Oil Gallons
Dime Oil LLC	0.00	01-2550-412-01255	4918.0 Gallons Diesel For BOE, DPW & Fire Dept Use
Amerigas	0.00	01-2540-411-00254	
Wex Bank	539.85	01-2550-412-02255	Period 8/31/15-9/28/15 Gasoline For SpEd Vans, Mechanic & Plant Power Tools
Total	\$539.85		

Object 420			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
	0.00	01-1101-420-05001	
	0.00	01-1101-420-01001	
Total	\$0.00		
Object 430			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
	0.00	01-1107-430-01007	
Total	\$0.00		
Object 540			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
American School For The Deaf	652.50	01-1200-540-01120	Sept 2015 & Oct 2015 Audiology Equip Rental & Consulting Services
De Lage Landen	1,833.00	01-2200-540-01220	Period 10/15/14-11/14/14 Copier Lease Monthly Contract Fee
Voice New England	1,279.52	01-2540-540-00254	Bogen 250(W) & 100(W) Amplifier & Ceiling Speaker For Paging System
A&A Office Systems Inc	0.00	01-2200-540-01220	
Total	\$3,765.02		
Object 640			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Robotics Education & Comp Foundation	100.00	01-1113-640-01001	Vex IQ- South Windsor CTEEA Bank Shot Competition
Pro Flowers	73.96	01-2200-640-02220	Deluxe Starbucks Recharge & Renew Gift Basket
Things Remembered	89.94	01-2200-640-02220	Personalized Crystal Heart Key Chain
CABE	25.00	01-2200-640-02220	Entry Fee For Communications Award
COSTA	143.00	01-2200-640-01220	CT Motor Vehicle Records For Bus Drivers
EastConn	418.70	01-2200-640-03220	Standards-based Grading in Power Teacher Gradebook
EastConn	415.00	01-2200-640-01220	RESC Annual Membership Fee
Cardmember Service	224.51	01-2200-640-03220	Teacher Writing PD-Enterprise Rent A Car, Parking & Gas
CPI	150.00	01-1200-640-00120	Period 10/23/15-10/23/16 Annual Membership Fee (D. Courtright)
URSA	50.00	01-2200-640-01220	FY 2015-2016 Annual Association Dues
National Geographic Society	100.00	01-2200-640-01220	2016 Geography Bee Registration Fee
Hartford Symphony Orchestra	500.00	01-2200-640-04220	The HSO Instrument Zoo (12:30-3:00 P.M.)
Gregory & Howe Inc	172.50	01-2200-640-05220	Bus Driver Drug Screens (Sprague,Holmes&Celotti) & Alcohol Screen (Sprague)
Vernon Walk In Medical Center	0.00	01-2200-640-05220	
Total	\$2,462.61		
Report Total	247,482.75		
BMSI Total	247,482.75		
Variance	\$0.00		
1099 Vendors- Paid Through Payroll			
<u>Vendor Name</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>
Michele Fesenmeyer	5,786.00	01-1200-319-03120	Oct 2015 Occupation Therapy Services
Sarah Hodgson	3,800.00	01-1200-319-06120	Oct 2015 Behavioral Therapy Services
Freedom Carpets LLC	2,350.00	01-2540-322-11254	Labor & Material Cost To Install Tile In Room #25
Shipman & Goodwin LLP	50.00	01-2200-640-03220	Sexual Harassment Prevention Training
Shipman & Goodwin LLP	0.00	01-2200-319-01220	For Period Ending 8/31/2014

All Line Striping LLC	2,866.00	01-2540-322-09254	Crack Fill Front Parking Lot Seal Coat Approximately 20770 Square ft
Amy Vasington	5,088.82	01-1200-319-01120	Oct 2015 Speech Services
Advanced Lock & Security LLC	487.50	01-2540-322-04254	Copy 6-Pin Key &RU-4 DND key QTY# 20 & Grade 1 Intruder Lever Lock
PT4Kids LLC	2,016.00	01-1200-319-05120	Oct 2015 PT Services
Sarah Hodgson	0.00	01-1200-370-03120	
Total	\$22,444.32		

Ashford Public Schools
Food Service Department
440 Westford Rd.
Ashford, Connecticut 06278



Ashford Food Service Quarterly Report – November 2015

Cafeteria Updates:

- The Ashford Food Service Department start of the school year has been very successful! We are currently serving 50 to 60 students breakfast daily, along with 195 to 205 lunches daily. The students are offered a variety of hot or cold breakfast items to choose from, with the option of eating in the cafeteria or “grab and go” to eat in their classroom.
 - Financial reports for the first quarter of the school year are attached for the Board’s review. As requested by the Business Manager, a kitchen equipment inventory was completed in early November.
 - We are scheduled for an Administrative Review for the month of January. Therese Dandeneau from the CT State Dept. of School Nutrition will be visiting for two days to observe and audit all food service operations. This is an intensive process. A formal report will follow the visit citing commendations, recommendations and if necessary, corrective action.
 - I would like to thank the Ashford Board of Education for their generous purchase of a new dual access deli cabinet refrigerator for the school kitchen. Students are getting through the lunch line more efficiently. The cabinet has replaced several freestanding manual cooling units that required ice and much cafeteria labor to keep the foods appropriately chilled. The new unit is in compliance with the health department’s food temperature requirements and the staff no longer needs to be concerned about ice.
-

- We have created a written procedure to inform parents of steps that are followed in the event their child needed to charge for lunch, if they have a negative or a low balance in their lunch account. A copy of that procedure is attached for review.

I am available to answer any questions that you may have, please feel free to contact me by phone 429-6419x360, or via email ksamperi@ashfordct.org.

Respectfully submitted,

Karen Samperi
Food Service Manager

November 18, 2015

ADMINISTRATIVE REGULATION

THE CHARGING OF SCHOOL LUNCHES

Once a student has reached the maximum allowed for the charging of school lunches, and if a student has a low or negative account balance, the Ashford Food Services manager or designee will:

Send home with the student an envelope notifying the Parent or Guardian that the student's account is either low or in the negative. If this proves unsuccessful in resolving the low or negative balance, the Food Service Manager will follow-up with a confidential phone call or an email to the parent or guardian requesting that they contact the Food Service Manager.

LUNCH PAYMENTS

If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, it must specify how the funds are to be distributed amongst the student accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

Meal payments may be also be made by through the online payment program, My School Bucks, if parents or guardians choose to enroll online.

8:32 PM

10/30/15

Ashford School Cafeteria Fund
Reconciliation Summary
First Niagara Checking, Period Ending 09/30/2015

	<u>Sep 30, 15</u>
Beginning Balance	27,127.63
Cleared Transactions	
Checks and Payments - 6 items	-12,356.94
Deposits and Credits - 22 items	20,047.65
Total Cleared Transactions	<u>7,690.71</u>
Cleared Balance	<u><u>34,818.34</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	-228.70
Deposits and Credits - 1 item	75.00
Total Uncleared Transactions	<u>-153.70</u>
Register Balance as of 09/30/2015	<u><u>34,664.64</u></u>
New Transactions	
Deposits and Credits - 7 items	7,446.12
Total New Transactions	<u>7,446.12</u>
Ending Balance	<u><u>42,110.76</u></u>

SNP Claim For Reimbursement Summary

00300 Status: Active
Ashford Board of Education
DBA:
Ashford Public School District
440 Westford Road
Ashford, CT 06278
Type of Agency: Educational Institution
Type of SNP Organization: Public

Confirmation #: AD9BBI

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2015	0	10/08/2015	10/08/2015	10/21/2015	Original

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	2,192	3.0700	6,729.44
Reduced	293	2.6700	782.31
Paid	2,123	0.2900	615.67
Total	4,608		8,127.42
Performance-Based Reimbursement (Lunch)			
Claimed	4,608	0.0600	276.48
Adjusted	0	0.0600	0.00
Total	4,608		276.48
School Breakfast Program Severe Need			
Free	990	1.9900	1,970.10
Reduced	51	1.6900	86.19
Paid	273	0.2900	79.17
Total	1,314		2,135.46
Claim Reimbursement Total			10,539.36

Sponsor Claim Reimbursement Totals

Current Claim Reimbursement Total	10,539.36
Previous Claim Reimbursement Total	0.00
Net Claim Reimbursement Total	10,539.36

[Show Site Meal Details](#)

SNP Claim For Reimbursement Summary

00300 Status: Active
Ashford Board of Education
DBA:
Ashford Public School District
440 Westford Road
Ashford, CT 06278
Type of Agency: Educational Institution
Type of SNP Organization: Public

Confirmation #: HAANKI

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Oct 2015	0	11/03/2015	11/03/2015		Original

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
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National School Lunch Program

Free	1,847	3.0700	5,670.29
Reduced	239	2.6700	638.13
Paid	1,665	0.2900	482.85
Total	3,751		6,791.27

Performance-Based Reimbursement (Lunch)

Claimed	3,751	0.0600	225.06
Adjusted	0	0.0600	0.00
Total	3,751		225.06

School Breakfast Program Severe Need

Free	786	1.9900	1,564.14
Reduced	58	1.6900	98.02
Paid	236	0.2900	68.44
Total	1,080		1,730.60

Claim Reimbursement Total	8,746.93
----------------------------------	-----------------

Sponsor Claim Reimbursement Totals

Current Claim Reimbursement Total	8,746.93
Previous Claim Reimbursement Total	0.00
Net Claim Reimbursement Total	8,746.93

[Show Site Meal Details](#)

Health Office Report Fall 2015

The health office is off to a busy start this school year. There have been approximately 930 visits per month this year so far, including visits for regular medication, inhalers, nebulizers, diabetes management and treatments as well as the daily bumps, bruises and illnesses. So far we have had 3 EMS calls to the school for emergency transport, this includes students and staff.

We had 78 people attend the community flu clinic held in October. I am continuing to work with the VNA, now owned by Hartford Hospital, to encourage more insurance carriers to participate. The "Across the Smiles" mobile dental program visited on November 2nd, turning the conference room over to a dental office for the day! Seventeen children are signed up so far, and we need a total of 20 for them to bring the van to our school. I do have several more families completing the application and we expect that they will bring the van to their next visit.

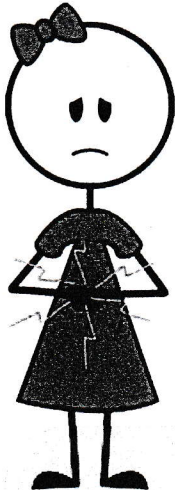
I attended the School Nurses Supervisors Conference held in Cromwell in October. This is organized through EastConn, with the Department of Education and the school health consultant. The purpose of the conference is to provide school nurses with new state initiatives, review any legislative changes, and to provide updates on immunization requirements. This conference also gives the opportunity to network with other school nurses in the area. To this end, I am now organizing an Otoscope workshop for all school nurses in the northeast part of Connecticut. The workshop will be held at E.O. Smith and will have a trainer come from New Haven on December 3rd to share new training tools and to review and discuss ear assessments.

In October, several 7th grade girls ran a clothing drive to help restock the clothing boxes in the health office. These boxes are used on almost a daily basis. The extras will be donated to the Integrated Refugee Immigrant Services. This group is helping incoming refugees from the current migration crisis in Europe. They are helping to resettle families here in Connecticut.

I will be working with the UCONN School of Psychiatry on a research study concerning anxiety in pediatrics. This will not begin until the spring. The group will be investigating two types of talk therapy designed for a busy school health office, specifically for school nurses. Please see the attached information.

Our employee wellness continues with a weekly walking group. We meet every Thursday and walk an almost a 4 mile loop from the school and back.

Martha Sibley-Jett RN BSN
Ashford School Nurse



Is your child very nervous, anxious, or shy?

*Does your child seem afraid,
worried or stressed?*

Your school nurse may be able to help.

What is the goal of this study?

The aim of this research study is to develop and test a brief nurse-administered intervention (CALM; Children's Anxiety Learning Modules) to reduce anxiety and improve academic functioning. The research is being done in New England and Maryland schools. There is no medication involved in this study.

Who is eligible?

Children ages 5-12 years old whose worry, stress, or shyness makes life harder for them are eligible to participate in a study.

What is involved in participating in CALM?

- Meet with study staff for a free evaluation to see if this study is right for your child.
- If eligible, be assigned (like flipping a coin) to receive a free intervention for anxiety from the school nurse (CALM or Usual Care).
- Meet with study staff 2 more times after the intervention so we can see if your child's anxiety has improved.
- Families may earn up to \$120 in gift cards for participating.

For more information, please contact:

CALM Study Team
In New England: 860-523-3786
CALM@uchc.edu
In Maryland: 443-938-2479
Kdrake2@jhmi.edu

Principal Investigator: Golda Ginsburg
IRB Number: 15-067-6
UCHC Department of Psychiatry
Funded by: US Department of Education

RCT - Version 1.2

Series 5000
Students

USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS

Students may possess privately owned technological devices on school property and/or during school sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

Definitions

Board Technology Resources

For the purposes of this policy, “Board Technology Resources” refers to the Board’s computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources owned and/or used by the school district and accessible by students.

Privately Owned Technological Devices

For the purposes of the this policy, “Privately Owned Technological Devices” refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices.

Use of Privately Owned Technological Devices

Privately owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff.

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyber bullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

Search of Privately Owned Technological Devices

A student's privately owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Responsibility for Privately Owned Technological Devices

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technology device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately owned technological devices with other students.

Disciplinary Action

Misuse of the Board's technology resources and/or the use of privately owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately owned technological devices on school property or at school-

sponsored activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

[OPTIONAL ADDITIONAL SECTIONS THAT APPLY IF THE BOARD OF EDUCATION INTENDS TO GRANT STUDENTS ACCESS TO A WIRELESS NETWORK OR OTHER MEANS OF CONNECTING WITH THE BOARD'S COMPUTER SYSTEMS WHILE AT SCHOOL]:

Access to Board Technology Resources

It is the policy of the Ashford Board of Education to permit students, using their privately owned technology devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these resources while using privately owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technology users.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technology resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. **Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately owned technological devices while they are logged on to the network.** Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so *despite* the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to

access Board technology resources. This provision applies to any and all uses of the Board's technology resources and that any privately owned technological devices access same.

Harm to Board Technology Resources

Any act by a student using a privately owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

Closed Forum

This policy shall not be construed to establish a public forum or a limited open forum.

Legal References:

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Approved by the Ashford Board of Education:

Series 5000
Students

POLICY REGARDING WELLNESS

It is the policy of the Ashford Board of Education to promote the health and well-being of district students. In furtherance of this policy, the Board has created an Advisory Council on Wellness (“Advisory Council”) to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students. This Advisory Council involves parents, students, representatives from the school food authority (i.e. any private company employed to provide food services), school administrators, the board of education, and members of the public and may also involve teachers of physical education and school health professionals..

I. GOALS AND GUIDELINES

The Board, following consultation with the Advisory Council, adopts the following goals and guidelines in order to promote student wellness:

A. Nutrition Education and Promotion

These goals/guidelines should be designed to promote student wellness in a manner that the school district determines is appropriate. Examples of the types of goals that may be recommended include, but are not limited to, the following:

- Setting an average weekly minimum time for classroom nutrition education
- Providing a minimum number of hours per year of training to classroom teachers on how to integrate nutrition education into other basic subjects
- Setting rules for marketing and promotion of nutritious foods and healthy habits outside the classroom

B. Physical Activity and Other School-Based Activities

Examples of the types of goals that may be recommended include, but are not limited to, the following:

- Setting minimum physical education requirements including time, frequency and intensity
- Setting maximum teacher to student ratios for physical education classes

- Setting minimum requirements for recess, including amount of time and scheduling of recess time
- Requiring recess to be outdoors if possible
- Encouraging walking and biking to school through safe route programs
- Creating after school activity programs, student health council, and community/family programs that encourage healthy habits
- Scheduling school meals at appropriate times in appropriate settings
- Marketing healthy food in ways that increase its appeal
- Giving students and the community after-school access to school activity facilities]

C. Nutritional Guidelines for School Food

These guidelines should be selected by the school district for all foods available at each school during the school day with the objectives of promoting student health and reducing childhood obesity. Examples of the types of goals and guidelines that might be recommended under this section include, but are not limited to, the following:

- Addressing issues such as nutritional values and portion size
- Regulating a la carte, vending machine, concession and school store offerings
- Regulating after school activity, field trip, school event and school party offerings
- Eliminating the use of food as a reward
- Eliminate the use of candy and other unhealthy foods as fund raisers
- Training and certification of food preparation and food service staff
- Evaluating food and drink contracts

At a minimum, all reimbursable school meals (i.e. free and reduced lunches) shall meet the program requirements and nutritional standards established by the USDA regulations applicable to school meals.

II. MEASURING THE IMPLEMENTATION OF WELLNESS POLICY

Pursuant to this policy, the Board shall designate at least one (1) individual to be responsible for the oversight of the school district's wellness program. This [these] individual[s] will be responsible for ensuring that the goals and guidelines relating to nutrition education, physical activity, school-based wellness activities and nutritional value of school-provided food and beverages are met, that there is compliance with the wellness policy, and that all school policies and school-based activities are consistent with the wellness policy.

In addition, in accordance with federal law and applicable regulations, the Board will inform and update the public (including parents, students and others in the community) about the content and implementation of its wellness policy. As part of its update, the

Board will periodically measure and make available to the public an assessment on the implementation of its wellness policy, including information about the extent to which schools are in compliance with the policy, and a description of progress made in attaining policy goals.

LEGAL REFERENCES:

Connecticut General Statutes:

- § 10-215f Certification that food meets nutrition standards.
- § 10-221o Lunch periods. Recess.
- § 10-221p Boards to make available for purchase nutritious and low-fat foods.
- § 10-221q Sale of beverages.

Federal Law:

Pub. L. 108-265, § 204, codified at 42 U.S.C. § 1751

Richard B. Russell National School Lunch Act § 9(f)(1) and § 17(a), codified at 42 U.S.C. § 1758(f)(1) and 42 U.S.C. § 1766, as amended by Pub. L. 111-296, § 204, *Healthy, Hunger-Free Kids Act of 2010*.

Approved by the Ashford Board of Education:

Ashford Board of Education

2nd Reading Policy Summary – November 19, 2015

The first reading of all policies and/or policy regulations listed on this board of education agenda under “Old Business” occurred on October 15th.

Policies or regulations are listed below that require the board to act upon on the inclusion or exclusion of additional language:

Series 1000: Prohibition Against Smoking

The policy includes the optional language that was provided by counsel and added by the BOE at first reading. There are no collective bargaining implications, as there are no areas in or on school property where employees are permitted to smoke. New smoking signs, that include reference to e-cigarettes, have been posted.

Series 5000: Policy Regarding Section 504 of the Rehabilitation Act of 1973

No changes to the policy as presented at first reading. District 504 Coordinator, Cindy Ford, is reviewing the administrative regulations, which are not part of the Board of Education’s policy concerning Section 504.

**Ashford School
Board of Education**

Principal's Report – Troy C. Hopkins
November 19, 2015

Student and Staff Recognitions

Ashford Wolfbots brought home championship trophies for both VEX IQ (middle school level) and VEX (high school level) robotics competitions. Miss Imhoff and Miss Manfre coach the teams.

One of our two VEX teams beat out 35 other teams, in partnership with Choate Rosemary Hall in Wallingford, to become the tournament champions of the VEX robotics competition (high school level). This is especially impressive considering that we were the only middle school in the competition. Seventh graders were thrilled to get a championship trophy and the first invitation to the Southern New England Regional Championship Tournament that has been given out this year.

The fifth and sixth graders beat out five other teams to become the tournament champions at the VEX IQ robotics competition this weekend. They also received another trophy for the "Excellence Award" which is given at the judges' discretion to the all around best robot.

CAPSS award - Ryan Ignatowitz and Emili McGowan were recognized at RHAM High School along with other students from the university region on November 4th. The Connecticut Association of Public School Superintendent's award is presented to a boy and girl of the highest grade level in school for leadership, service, and academic achievement.

Cross Country

Just in their second year, our girl's cross-country team captured the league (QVJC) title. Congratulations to coach Mr. Scott Hollister and assistant coach Mrs. Kristen Johnson as well as the team. Members of the team are Anna Dietz, Ayla Perosky, Kinsey Donegan, Kate Lindsay, Alison Bean, Shannon Connolly, Madison Lyons, Kristine Johnson, Jessie Rainaud, Olivia Zulick, Skylar Garrison, Sarah Johnson, Tessah Trudeau, Emily Irvine, and Faith Halloran.

Ashford School Teacher of the Year, Gina Burnham, was recognized at the Bushnell Theater in Hartford on November 10th. Governor Malloy and Dianna Wentzell, CT Commissioner of Education, spoke and congratulated all the teachers of the year from across Connecticut.

Quinebaug Valley Middle School Music Festival

The following students participated: Taryn Asselin, Allyson Basch, Nick Botti, Taegan Botti, Shane DesRocher, Rebecca Drake, Jessica Giglio, Zach Hall, Ryan Ignatowitz, Lindsay Irvine, Emily Johnston, Krissy Johnson, Nate Kennedy, Ilya Klimoshenko, Grace Maines, Ayla Perosky, Brylin Kelley, Emma Schillinger, and Marlaina Siggins.

Miss Amy Dotson organized the multi-school event that took place at Putnam Middle School on November 12th. Both Miss Dotson and Miss JoAnna Silverstein prepared our students to be part of an outstanding performance.

Connecticut Council of Language Teachers

Ms. Rebecca Aubrey, elementary Spanish teacher, presented at the annual conference. Her workshops were titled, LOS EMBAJADORES: LEADERSHIP EXPERIENCE FROM A SPANISH-THEMED HOMEROOM, and DIFFERENTIATION STRATEGIES FOR THE WORLD LANGUAGE CLASSROOM

Transformative Researchers and Educators for Democracy (TRED)

Mrs. Katherine Truskoski, art teacher, presented at UMASS Dartmouth. Her presentation was titled Storytelling through Art/Public Place Pedagogy in Social Justice Art Education: A Case Study in Student Empowerment

Lost and Found

Mrs. Lynn Fontaine and Mike Mellady took it upon themselves to improve the lost and found area in the lower lobby.

Fence Repair

The Readiness Council proposed and funded repairs to the fence surrounding the primary playground. This included straightening part of the fence, making the gates function smoothly, among other issues.

New England Association of Schools and Colleges (NEASC)

Mr. Garrett Dukette visited Ansonia High School as part of an accreditation team for the New England Association of Schools and Colleges in October.

Connecticut Council of Administrators of Special Education (ConnCASE)

Mrs. Cynthia Ford has been attending the Connecticut Council of Administrators of Special Education (ConnCASE)

Connecticut Administrators Test (CAT)

Mr. Troy Hopkins recently served as a scorer for the Connecticut Administrators Test, specializing on the instructional analysis module.

After School Programs (See attached brochure for second trimester)

We are currently taking sign ups for our second trimester of after school activities. In the first trimester, close to 100 students in grades 3-8 participated.

Ashford School
BOE Assistant Principal's Report – Garrett J. Dukette
November 19, 2015

Writing

As of November 24, 2015, all students from K-8 will have taken their first writing benchmark of the school year. Writing benchmarks are derived from the assessment system laid out in the Writing Pathways curricular system, and they focus on measuring student achievement against nine indicators: Overall, Lead, Transitions, Ending, Organization, Elaboration, Craft, Spelling, and Punctuation. The purpose of this benchmark is for students to measure their writing ability against a grade-level rubric in order to monitor their growth. Additionally, the information gleaned by this process provides teachers with a focus area for their writing instruction. For instance, if a teacher corrects the student benchmarks and notices an overall trend of weakness across structure and spelling, then they are better able to adjust their instructional practice.

Additionally, the use of this data will bring Ashford School a step closer to having a uniform system for progress monitoring. In previous years, as students moved up a grade, the data that travelled with them was not always consistent—therefore teachers were not able to easily identify student needs at the beginning of the school year. With our entire staff shifting to the use of Writing Pathways, the consistent use of data will make this transition and beginning-of-year analysis much smoother.

Curriculum and Instruction Committee

The Curriculum and Instruction Committee has begun the process of reviewing Gifted and Talented programs across the state and country, with a focus on revamping the STRIVE program. The December meeting will involve Nicole Preston and will focus heavily on extending student learning in the STRIVE program through personalized STEAM projects that connect to student learning in the classroom while building on and deepening skills in each student's area of strength.

Additionally, a comprehensive curriculum-writing plan has been submitted to Mr. Hopkins and Dr. Longo; after revision and reflection on current resources, the staff will begin the process of developing a K-8 curricular scope and sequence for each subject area, with the goal of finishing this project by the end of summer 2016.

Student Motivation and Behavior

In continuing to provide teachers with support for meeting the needs of students, I have created a space in my office for eighth graders to stay after school in order to complete homework. This process has worked well for the handful of students who have taken advantage, as it not only gives them the structured time to finish their

work, but also provides them with staff support in case they have questions or needs.

Additionally, I implemented a reflection process focused on K-3 students who are sent to the office. This process entails having students set a timer and reflect through words or pictures how they can approach situations in positive ways (rather than in the behavior that ended in their being sent to the office). This has seemed to work well with the younger students and is something I am tailoring for older students as well. Reflection allows students to think about their actions and to visualize better decisions.

Communication

A focus on in-house communication has been on giving feedback to teachers when they have filled out referrals. A past concern was that teachers felt that when they wrote a referral, they didn't always receive feedback on how the situation was handled. Without going into specifics with the staff, I have implemented a practice of communicating my discipline process with teachers that satisfies their need to ensure that follow-through has occurred, while additionally protecting the privacy of the students.

In regards to positive communication home to parents, in regards to positive referrals, 74 households have received a phone call home from the administrative team to share positive news with them. This has been met with enthusiasm by parents, students, and staff.

Director of Pupil Personnel Service Report

November 19, 2015

Submitted By: Cynthia Ford

Budget:

The administrative team is working hard at making sure the correct supports are in place and streamlining services to better allocate funds. We are also looking at building space and coming up with ways to utilize the space to better serve our school community.

CPI Team:

Crisis Team is functioning very well. We are having regular meetings to discuss pros and cons of our interventions. We are fine-tuning our communication and response strategies.

Scientific Research Based Intervention (SRBI):

All intervention and special education teachers are continuing to attend data team meetings on a regular basis. They are getting into classrooms and adjusting their schedule according to what the students need for interventions. We are meeting regularly on students to ensure the students are making progress and that intervention is assisting in their lagging skills.

Trainings:

We have begun providing training for our teachers on specific disabilities to provide more of an understanding around student's struggles along with their strengths. CPI (Crisis Prevention Intervention) training for our last group of teachers and staff will be during the February Professional Development Days. Regular meetings will be implemented for our Paraprofessionals to ensure that communication is clear to them about any upcoming changes that may affect them.