

Ashford Board of Education  
Ashford, Connecticut

Regular Meeting Agenda

June 2, 2016

**7:30 pm**

Ashford School

**District Office Conference Room**

***Note: At 7:00 pm the Board will gather for a brief reception to honor the retirement of long-time staff members of Ashford School.***

1. Call To Order
2. Discussion Concerning Confidential Attorney-Client Written Memorandum  
(proposed for executive session as permitted by CGS Section 1-200(6) )
3. Persons to be Heard
4. Communications
  - a. Class of 2016 Commencement Speaker
5. Approval of Minutes: 05/19/2016
6. Superintendent's Report
7. New Business
  - a. 2016 Bicknell Scholarship Report
  - b. Greenhouse Update
  - c. BOE Summer Retreat
8. Old Business
  - a. Second Reading of Policies/Administrative Regulations (Series 4000: Cardiac Arrest; Admin. Regulation, Series 3000: Gifts, Grants and Bequests)
  - b. FY 16 Year-End Budget
9. Next Meeting Date/Agenda Item
10. Adjournment

Ashford Board of Education Goals

The Ashford Board shall:

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

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

cc: Communications: June Enrollment; Minutes 05/19; Policy and Admin Reg.



Jennifer Barsaleau <jbarsaleau@ashfordct.org>

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## Speaker at Commencement

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**Dory Manfre** <dmanfre@ashfordct.org>

Thu, May 26, 2016 at 2:14 PM

To: Jennifer Barsaleau <jbarsaleau@ashfordct.org>

Hi Jen,

It's that time of year again! I was wondering if you could talk to the Board of Education members to see who would like to speak at graduation. I would also like to know who will be attending so we can reserve seats.

Thanks!

Dory

Total below includes all resident students: Total # of students in building is 398

School: Ashford School Term: 15-16 Term 3

## Enrollment Summary: Federal Ethnicity and Race Report as of 06/01/2016 (D3)

Ashford School

View:

Federal Ethnicity and Race

Students:

☐ All Active Enrollments

☒ Current Selection

Date:

06/01/2016

Grade Level	Total in Grade	(I) American Indian or Alaska Native	(A) Asian	(B) Black or African American	(P) Native Hawaiian / Other Pac Islander	(W) White	Hispanic/Latino	Two or More Race Categories	Unspecified
-2	14 8 / 6	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	11 6 / 5	2 1 / 1	1 1 / 0	0 0 / 0
-1	31 17 / 14	0 0 / 0	0 0 / 0	1 0 / 1	1 1 / 0	25 15 / 10	3 0 / 3	1 1 / 0	0 0 / 0
0	42 18 / 24	0 0 / 0	1 0 / 1	1 1 / 0	0 0 / 0	32 12 / 20	4 3 / 1	4 2 / 2	0 0 / 0
1	33 21 / 12	0 0 / 0	0 0 / 0	3 2 / 1	0 0 / 0	22 14 / 8	4 3 / 1	4 2 / 2	0 0 / 0
2	43 20 / 23	0 0 / 0	1 0 / 1	0 0 / 0	0 0 / 0	35 17 / 18	3 2 / 1	4 1 / 3	0 0 / 0
3	30 15 / 15	0 0 / 0	0 0 / 0	2 2 / 0	0 0 / 0	23 13 / 10	5 0 / 5	0 0 / 0	0 0 / 0
4	42 20 / 22	0 0 / 0	2 0 / 2	1 0 / 1	0 0 / 0	36 18 / 18	2 1 / 1	1 1 / 0	0 0 / 0
5	39 13 / 26	0 0 / 0	0 0 / 0	1 1 / 0	0 0 / 0	35 10 / 25	3 2 / 1	0 0 / 0	0 0 / 0
6	39 23 / 16	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	35 21 / 14	3 1 / 2	0 0 / 0	1 1 / 0
7	51 26 / 25	0 0 / 0	3 0 / 3	4 3 / 1	0 0 / 0	42 22 / 20	2 1 / 1	0 0 / 0	0 0 / 0
8	37 22 / 15	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	33 20 / 13	3 2 / 1	0 0 / 0	1 0 / 1
Total	401 203 / 198	0 0 / 0	7 0 / 7	13 9 / 4	1 1 / 0	329 168 / 161	34 16 / 18	15 8 / 7	2 1 / 1

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

### Legend

Icons  - Date Entry

May 9, 2016



## Authors:



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## Connecticut General Assembly Addresses Several Employment-Related Bills in Shortened Session

The “short” session of the Connecticut General Assembly’s biennial term ended on May 4, but there were several employment-related bills that passed in the session’s final days and hours. While most of these bills are still awaiting the Governor’s signature at the time of this Alert, and won’t become effective until October or January of next year, there are several worth consideration now. However, it is also important to note that these bills are subject to change during the General Assembly’s current Special Session.

This Alert will recap some of the most significant or complex changes:

### **“Ban the Box”**

“Ban the Box” legislation has been introduced nationwide. At its most basic, it is the notion that employers shouldn’t ask about prior criminal history or have employees check “the box” if they have a criminal record — thus, banning the “box.” HB5237 introduces that concept in Connecticut. It prohibits employers from asking about a job candidate’s prior arrests, criminal charges, or convictions on an initial job application. Two exceptions are provided by the bill: an employer can ask about these issues if it is required to ask about such information by state or federal law; and it can ask when a security or fidelity bond is required for the position at issue. Assuming the Governor signs the bill, this law will go into effect on January 1, 2017.

The bill that passed is substantially less restrictive on employers than many observers had expected. For example, nothing in the bill prevents an employer from requesting information about a candidate’s prior arrests, charges, or convictions after the “initial employment action,” such as at an interview. To comply with the bill, employers should simply remove any inquiry about these issues from initial job applications and online applications as well.

### **Biweekly Pay**

Current law requires that employers pay their employees weekly, and employers must seek and obtain a waiver from the Department of Labor (“DOL”) in order to pay their employees biweekly or semimonthly. SB220 allows employers to pay employees on a biweekly basis without obtaining a waiver. This modification will become effective when the Governor signs the bill.

SB220 also contains various technical changes to the unemployment compensation scheme and to drug testing, including eliminating the suggestion that the DOL develop regulations in this area. These changes will likely not be of interest to most employers, but it might be worth a look through the bill summary to see if something else touches on your industry.

## **Payroll Cards**

SB211 allows employers to use payroll cards — similar to a refillable debit card — instead of checks or direct deposit to pay their employees. However, there are a number of conditions that must be met for an employer to use payroll cards. At the outset, an employee must voluntarily authorize the use of a payroll card, either in writing or electronically. The employee's authorization must state that the employee was not coerced or intimidated into signing the authorization. Relatedly, employers cannot require employees to sign an authorization. Employees must be given an option to be paid by check or through direct deposit.

As noted earlier, a payroll card is similar to a debit card, and employees can use their card at merchants, banks, or ATMs. The bill sets certain conditions on the payroll card itself. The card must be associated with a large enough ATM network that employees have a substantial number of available ATMs in Connecticut to use. Employees may not be charged for any of the employer's costs for using payroll cards. Employees also may not be charged for the first three withdrawals per pay period.

Employers must also give their employees a means of accessing their payroll records securely and confidentially. This record may be provided electronically, but only with explicit employee consent.

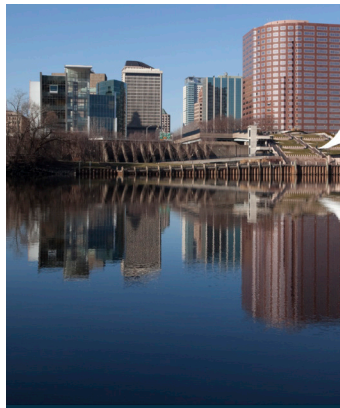
Lastly, current law allows employers to pay employees through direct deposit only at an employee's written request. The bill allows an employee to request direct deposit electronically.

This bill will become effective on October 1, 2016, assuming it is signed by the Governor.

## **Other Legislative Changes**

Other employment topics impacted by new legislation include:

- **Connecticut FMLA** - SB262 expands the list of qualifying reasons for taking an unpaid leave of absence under Connecticut's Family and Medical Leave Act to include a "qualifying exigency" related to an employee's spouse, child, or parent being called up to active duty in the armed forces. This type of "qualifying exigency" is already covered by the federal FMLA. But by expanding it to Connecticut, employees will be eligible to receive 16 weeks of leave over a 24-month period.
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202-469-7750

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- **Background Checks for School Employees** - HB5400 requires that applicants for positions that involve direct student contact at a public school, charter school, or magnet school must disclose certain information about their backgrounds. Specifically, applicants must provide the education employer with: (1) contact information for current and previous employers; (2) a written authorization for current and previous employers to share information about the applicant; and (3) a written statement regarding whether the applicant was ever investigated or disciplined for abuse, neglect, or sexual misconduct by an employer, the police, or a state agency. Similarly, education employers are required to receive and review these materials and make a “good faith effort” to contact an applicant’s current and previous employers. The employment-related elements of this bill are due to become effective on July 1, 2016.
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### **Questions or Assistance:**

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# School Law

Emerging School Law Issues



## Transition Bill of Rights – New Notice Requirements

By Gwen J. Zittoun and Benjamin FrazziniKendrick on May 24, 2016

Posted in Individuals with Disabilities Education Act (IDEA), Public Schools, Rights of Students, Special Education, Students

### **The Transition Bill of Rights for Parents of Students Receiving Special Education Services:**

On May 17, 2016, the State Department of Education (“CSDE”) distributed to school superintendents the Transition Bill of Rights, which was approved by the State Board of Education on May 4, 2016. The CSDE developed the Bill of Rights in accordance with Public Act 15-209, as codified in Connecticut General Statutes § 10-76ll, which required the CSDE to draft a written transition bill of rights for parents of children receiving special education services “to guarantee that the rights of such parents and children are adequately safeguarded and protected during the provision of special education and related services.”



Subsequently, the CSDE and the Bureau of Special Education issued memoranda containing additional discussion about the Bill of Rights. Access the CSDE memo [here](#), and the Bureau of Special Education memo [here](#).

### **The Bill’s Contents:**

The Bill of Rights, which includes twelve “rights,” notifies parents and guardians of their rights regarding the transition planning process. For example, the document notifies parents and guardians of the right to:

1. Receive transition services starting at age 16;
2. Receive transition services to help children meet post-secondary goals in education, training, and academics;
3. Identify and explore services from outside agencies, such as the Department of Developmental Services, and the Department of Mental Health and Addiction, among others;

4. Request transition-only services between the ages of 18 and 21 under certain circumstances; and
5. Receive resources regarding transition services published by the CSDE, including but not limited to Building a Bridge, A Transition Manual for Students.

### **New Notice Requirements:**

The rights described in the Bill are not new legal requirements. *See, e.g.,* [Connecticut's Transition Training Manual and Resource Directory](#); [Building a Bridge: A Transition Manual for Students](#).

What are new, however, are the notice requirements. The law requires school districts to distribute the Bill of Rights to parents of all children receiving special education services in grades six through twelve, inclusive, **once per year at a PPT meeting**. The school must document the provision of the Bill of Rights in the student's IEP, on page 10. Per the memorandum distributed by the CSDE, the Bill of Rights must be provided at a PPT meeting for students in grades six through twelve during the 2015-2016 school year; however, if a PPT meeting is not scheduled to be held during this school year, the Bill of Rights must be mailed to the parents or guardians. If the Bill of Rights is mailed, we recommend that the school document the mailing date in the student's educational record.

Schools should remember that, in addition to the Transition Bill of Rights, PPTs are required to notify parents at **each PPT meeting** of "any relevant information and resources relating to IEPs created by the CSDE, including, but not limited to, information relating to secondary transition resources and services for high school students."

If you have any questions about the Transition Bill of Rights or the memoranda from the CSDE, please contact Ben F. Kendrick at [bfrazzinikendrick@goodwin.com](mailto:bfrazzinikendrick@goodwin.com) or 860-251-5182 or Gwen J. Zittoun at [gzittoun@goodwin.com](mailto:gzittoun@goodwin.com) or 860-251-5523.



May 9, 2016



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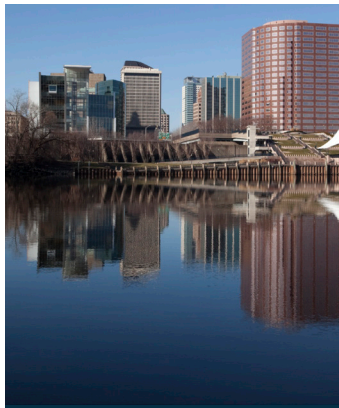
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Specifically, applicants must provide the education employer with: (1) contact information for current and previous employers; (2) a written authorization for current and previous employers to share information about the applicant; and (3) a written statement regarding whether the applicant was ever investigated or disciplined for abuse, neglect, or sexual misconduct by an employer, the police, or a state agency. Similarly, education employers are required to receive and review these materials and make a “good faith effort” to contact an applicant’s current and previous employers. The employment-related elements of this bill are due to become effective on July 1, 2016.

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- **Noncompetes for Physicians** - SB351 imposes limitations on noncompete agreements for physicians. Under the bill, a noncompete agreement is invalid if it restricts a physician’s ability to practice medicine for more than a year or more than fifteen miles from the physician’s current place of employment. This bill also states that a noncompete agreement must be necessary to protect a “legitimate business interest” and “reasonably limited” in time and scope to protect this business interest.

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Ashford Board of Education  
Meeting Minutes – May 19, 2016  
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**

Board Chair J. Rupert called the meeting to order at 7:34 pm. Present were members K. Warren, M. Matthews, J. Lippert, K. Rourke and J. Calarese (7:37 pm). Also present were Superintendent Dr. J. Longo, Business Manager D. Neel, Pupil Personnel Director C. Ford, Principal T. Hopkins, Asst. Principal G. Dukette and recording secretary J. Barsaleau. Unable to attend was board member L. Donegan. Present in the audience were H. Welply, S. Lyman, S. Dingler, M. McDonough, P. Borysevicz and C. Imhoff.

**Persons to be Heard**

S. Dingler, M. McDonough and H. Welply addressed the board reiterating concerns about the number of second grade classrooms next year. All requested that the board consider three classrooms next year citing behavioral concerns, self-control and the maturity level of the students. Each noted specials classes as a particularly challenging time for the students. They thanked the board for the opportunity to speak and acknowledged that there have been improvements made since the fall when teachers and administrators met to address parental concerns. Members thanked the parents for coming and sharing their concerns. Discussion with the parents and administrators followed.

S. Lyman asked that the board consider the purchase of a tractor for the school building and grounds maintenance, replacing other equipment that is aging and in need of frequent repair. The estimated the cost would be \$20,000-\$23,000. The board will take the request under advisement for discussion at a future meeting.

**Communications**

A copy of Dr. Longo's article for the next edition of the Ashford Citizen was included in the board agenda packet.

**Approval of Minutes: 05/05/2016**

***Motion made by J. Lippert to approve the regular meeting minutes of 05/05/2016, noting that the motions made to adjourn and the time of adjournment were omitted. Motions and time of adjournment will be added to the unapproved minutes and reposted. Motion seconded by J. Calarese and carried with two abstentions (M. Matthews, K. Warren).***

**Administrative Reports**

Written reports from the Business Manager, Director of Pupil Personnel, Principal and Asst. Principal were included in the agenda packet and reviewed by board members prior to the meeting. Action concerning third quarter budget transfers was tabled at the last meeting. Mr. Neel recommended the board authorize the transfers as stated in his report; moving \$8,000 from Employee Benefits to Supplies, and \$82,000 from Tuition - All Other, to Property.

***Motion made by K. Warren to approve third quarter budget transfers as requested by the Business Manager, motion seconded by K. Rourke and carried unanimously.***

The board acknowledged that there have been no non-contractual payments made to, or for the benefit of the Superintendent this month, or this year. The April financial report for the cafeteria was distributed

**New Business**

**a. 2016-2017 Healthy Foods Certification**

***Motion made by J. Rupert that The Ashford Board of Education, pursuant to section 10-215f of the Connecticut General Statutes, hereby certify that all food items offered for sale to students in the school under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education will meet said standards during the period of July 1, 2016 through June 30, 2017. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored. Motion seconded by M. Matthews and carried unanimously.***

**b. Cafeteria and Health Room Reports**

Reports were included in the agenda packet and reviewed by members prior to the meeting. Discussion followed concerning the scheduling of a cafeteria committee meeting. Members were encouraged to direct any questions about these reports to the appropriate author.

**c. School Lunch Price Increase**

During a comprehensive review by the CT School Nutrition Program in January, it was noted that Ashford School hot lunch prices must be increased in order to comply with USDA and National School Lunch program requirements for reimbursable meals. A proposed price increase of \$0.20 has been recommended beginning next school year.

***Motion made by K. Rourke to increase the school lunch price from \$2.50 to \$2.70 effective July 1, 2016, motion seconded by M. Matthews and carried unanimously.***

**d. Approval of April Financial Reports**

Reports for the month of April 2016 were included in the agenda packet.

***Motion made by J. Lippert to approve the financial reports for April 2016, motion seconded by J. Calarese and carried unanimously.***

***Motion by K. Rourke to add discussion for the planning of FY 16 year-end spending, motion seconded by J. Lippert and carried unanimously.***

Dr. Longo stated that any anticipated budget surplus for FY 16 has been earmarked for spending prior to the end of the fiscal year. An update will be provided at the next board meeting. Dr. Longo spoke briefly about the board's 5-year capital improvement list. He has contacted an architectural firm to discuss the school construction process. As acoustical ceiling costs would not qualify for school construction reimbursement unless part of a "complete as new" renovation, completing a portion of the acoustical ceiling work will be discussed at the next meeting.

**Old Business**

**a. Discussion of Primary Grade Classroom Sizes**

J. Rupert recapped the budget process and the charge given to the Superintendent in creating a budget for the Board to deliberate and adopt. The charge given was to address a declining enrollment while knowing it would result in staff reductions, and how to best balance the effect of those reductions. Mr. Rupert affirmed that such decisions are not made lightly. There are countless meetings, reviews, and discussions held by the Superintendent, his administrative team and the Board. The administrative team to comment on the second grade class size matter that has been brought before the board. The administrative team acknowledged there were some very specific behavioral concerns raised early in the school year. The concerns were discussed at great length with appropriate members of the staff, resulting in successful development and implementation of plans for the classroom. The specials environment has been reported as difficult and more time will be devoted to providing solutions outside of the academic classroom for these students.

***Motion by J. Lippert to add as agenda item 7a1 a second opportunity for persons to be heard, motion seconded by J. Rupert and carried unanimously.***

Mrs. Dingler expressed appreciation for support plans discussed by the administrators. She acknowledged that students are better behaviorally at this time, but she still has concerns that with two classes behavior issues may increase. Mrs. McDonough said she was initially disappointed to hear that the new intervention position would be a special education teacher, but she was pleased to know that this person will be available to help with this group of students. She feels more hopeful that the improvements made this year will not be lost.

Board members thanked the parents for coming, encouraging continued dialogue with the administration, the Superintendent and the Board. The Board will ask for periodic updates from the administration.

**b. Bicknell Scholarship Update**

There were six applications received with four recipients meeting the award criteria. Names of the recipients will be shared at the June 2<sup>nd</sup> meeting.

**c. Financial Software Update (D. Neel)**

D. Neel reported that site visits were made to two area towns/boards of education and he has spoken to another vendor, he expects there will be an RFP this summer.

**Next Meeting Date/Agenda Items**

The next meeting is scheduled for June 2nd. Agenda items include legislative update and negotiations planning with Atty. Littlefield, second reading of policies, greenhouse report, year-end budget and summer retreat plans and retirement recognition.

**Non-Union Staff Negotiations**

***Motion made by J. Lippert to enter into executive session (9:31 pm) for the purpose of discussing Non-Union Staff Negotiations the meeting (9:02 pm), seconded by K. Rourke and carried unanimously.***

Present in executive session: J. Rupert, K. Warren, J. Calarese, M. Matthews, K. Rourke and J. Lippert.

The Board exited executive session at 9:44 pm. There was no action taken.

**Motion to adjourn the meeting (9:45 pm) made by J. Calarese, seconded by M. Matthews and carried unanimously.**

Recorded by:

Jennifer Barsaleau  
Recording Secretary

*Attachments: Ashford Citizen Article (Dr. Longo)  
Corrected 5/5/16 minutes  
Administrative Reports (Principal, Asst. Principal, Director and Business Manager)  
Healthy Foods Certification (ED099)  
Cafeteria and Health Room Reports  
April Financial Reports  
USDA Memo 09-2016 Paid Lunch Equity*

*Distributed at meeting: April 2016 Cafeteria Financial Report*



Ashford Board of Education  
Ashford, Connecticut

Series 3000

**ADMINISTRATIVE REGULATION  
GIFTS, GRANTS, AND BEQUESTS TO THE DISTRICT**

Gifts and grants of personal property to the district, including monetary donations, that meet criteria set forth in these administrative regulations are welcomed and encouraged.

The terms "gift," "donation" and "grant" shall be used interchangeably. The term "solicit" shall include grant application.

Protocol for Solicitation and Authorization

- a. No member of the staff will solicit gifts for any purpose without receiving proper prior authorization from a district Administrator. The Ashford School Principal or Special Services Supervisor may approve gifts that are valued up to \$500; gifts of a value in excess of \$500 require approval of the Superintendent. The District Office will provide a form for staff to use to document solicitation authorization requests, the donor/grantor's conditions for acceptance, and approval/disapproval.
- b. Any gift offer or solicitation request that is not approved shall be promptly reported to the offeror or requesting solicitor with the reason(s) for disapproval.
- c. All gifts in excess of \$500 shall be reported to the Board of Education at the next regularly scheduled meeting from which the gift is constructively received.

Criteria for Acceptance

In order to be accepted, donations shall meet the following criteria. The donation shall:

1. be consistent with the instructional and operational objectives of the district;
2. cause no additional current or future costs to the district;
3. be offered by a donor acceptable to the Board of Education;
4. place no restrictions on the school program;
5. require no effort by students as a condition of acceptance that is not already an established part of the curriculum;
6. not imply endorsement of any business or product;
7. not conflict with statutory requirements or policies of the district;
8. become the permanent property of the district.

All gifts shall be acknowledged upon receipt by the Superintendent or his/her designee.

Acknowledgement of non-cash gifts shall be descriptive only; the district will not attest to the value of any non-cash donation.

Approved by the Ashford Board of Education:

**Series 4000**  
**Personnel**

**SUDDEN CARDIAC ARREST AWARENESS FOR  
INTRAMURAL AND INTERSCHOLASTIC ATHLETICS**

Prior to each season of any Board of Education intramural or interscholastic athletics, each coach who holds or is issued a coaching permit by the State Board of Education and is a coach of any Board of Education intramural or interscholastic athletics, must provide each participating student's parent or legal guardian with a copy of the informed consent form regarding sudden cardiac arrest developed by the State Board of Education and obtain such parent's or legal guardian's signature, attesting to the fact that that such parent or legal guardian had received a copy of such form and authorizes the student to participate in the intramural or interscholastic athletics.

Any person who holds or is issued a coaching permit by the State Board of Education and is a coach of Board of Education intramural or interscholastic athletics shall annually review the sudden cardiac arrest awareness education program developed or approved by the State Board of Education prior to commencing the coaching assignment for the season of such intramural or interscholastic athletics.

Nothing in this policy shall be construed to relieve a coach of intramural or interscholastic athletics of his or her duties or obligations under any provision of the general statutes, the regulations of Connecticut state agencies or a collective bargaining agreement.

**Legal References**

Conn. Gen. Stat. § 10-149f. Sudden cardiac arrest awareness education program. Consent form.

Conn. Gen. Stat. § 10-149g. Coaches to annually review cardiac arrest education program. Revocation of coaching permit. Immunity from suit and liability.

Approved by the Ashford Board of Education: