

Ashford Board of Education  
Ashford, Connecticut

Regular Meeting Agenda  
June 16, 2016  
**7:30 pm**  
Ashford School  
**District Office Conference Room**

1. Call To Order
2. Persons to be Heard
3. Communications
4. Approval of Minutes: 06/02/2016
5. Administrative Reports (Superintendent, Director, Principal, Asst. Principal, Business Manager)
  - a. Approval of May 2016 Financial Reports
6. New Business
  - a. Staff Resignations
  - b. Staff Appointments
  - c. Authorization to Submit KARE Grant Application
  - d. First Reading: Series 3000 Credit Card Policy
7. Old Business
  - a. BOE Summer Retreat
  - b. FY 16 Year-End Budget
8. Next Meeting Date/Agenda Items
9. Administrator and Non-Union Employee Contract Negotiations (Executive Session Anticipated)
10. Adjournment

**Ashford Board of Education Goals**

The Ashford Board shall:

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

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

cc: Communications: Administrative and May Financial Reports, Minutes 06/02; Policy and Admin Reg.

Ashford School  
Board of Education Meeting  
June 16, 2016  
Superintendent's Report

#### Curriculum Review and Revision

This month we have scheduled several teams of teachers to meet and begin the process of formally reviewing and upgrading curriculum across all grades and subjects. Mr. Hopkins will provide more detail in his report. I have requested for this to be done as part of a major curriculum revision project for our school; these upgrades will be posted to our website, by grade, upon satisfactory completion.

#### Gifted Program

In response to some Board questions concerning the Gifted/Talented program, Mr. Hopkins has scheduled a meeting of the school Improvement Team to analyze data, work on school goals, as well as to meet with me to develop an outline of the Gifted and Talented program. I will be having this meeting on June 21. Mr. Hopkins will be providing you with further detail.

#### Student One-to-One Laptop Program

We are going to pilot a student technology program in grade six. This pilot provides every student with a laptop computer that will be preloaded with all of their school related resources including books, subscriptions and schedules. This program will be introduced to students mid-year, after the faculty has had time to prepare and run through the process.

#### Faculty Laptop Program

We are going to continue to plan on purchasing laptops for faculty use. The ultimate goal is to provide every teacher with a laptop for school use, subject to funding availability.

#### Lighting Proposal

The estimate for conversion of our school lighting to LED as part of an energy efficiency project from Eversource through the JK Energy Company is ready to go forward, however it does require Board of Education approval.

#### Ceiling Project

As we discussed last month, I have set the necessary funds aside to cover the expense of installing acoustical ceilings in two classrooms immediately. This project is ready and scheduled to be completed between June 16 and 24. The cost is \$22,819.77.

#### Air Duct and Vent Cleaning

A bid request was posted for this service. Sealed bid opening is scheduled for June 14 at 12:30. The bid specifies completion by June 24. Funds will be set aside for this project at the time of the award.

#### Facility Needs Assessment

Mr. Zambo and I met with Sightlines, a company that assesses needs in facility maintenance matters. A proposal was received, both Mr. Zambo and I did not feel the proposal met our needs and was not cost effective.

#### Tech Space Project, School Construction Grants and Architect

On June 8, I met with Friar Associates, Mr. Zambo and Mr. Rupert. Jim Rupert and I are meeting with a representative from Friar & Associates on June 15 to see if we can meet the June 30 grant submission deadline of the CSDE. We will provide more information at the board meeting.

#### Bus Engine

The engine in Bus 9 is being assessed by Dattco and may need to be replaced. The cost to replace it would be about \$20,000.

#### Revisiting Capital projects Priority List

Considering how much we have completed to date, it is time to update our list of proposed capital improvement projects.

#### BOE Retreat

Have we agreed upon a format and date for our annual BOE retreat? At the retreat we would update BOE goals, capital improvement priority lists, discuss solutions to ongoing issues, have open discussions about many important matters.

#### Storage Unit

We have a proposal for monthly rental of a storage unit. It would be rented for one to two years while work on the tech space is being completed. I also am going to propose a permanent solution to our storage issues.

# **Director of Pupil Personnel Service Report**

June 2016

Submitted By: Cynthia Ford

## **Planning and end of the year:**

- Evaluations for both teachers and paraprofessionals are all completed.
- ESY program is all planned and all hiring is complete for the upcoming summer. Have received confirmation from students who will be attending.
- Next year planning has begun:
  - Interview process has begun for the Special Education position.
  - Working on the interview process for new paraprofessionals to support a few new students moving into the district or coming back from outplacement.
  - Planning for the upcoming school year with a Clinical Psychologist to ensure we are providing the support needed for our identified students along with our at-risk population. The Clinical Psychologist has an expertise in Autism Spectrum Disorder and is assisting with our population to ensure programming fits their needs.
  - Planning with consultation speech services to assist with early intervention in our Prek classrooms.
  - Added outside behavior consultation for programming for our more intensive population.
- Working on classroom placement for the upcoming school year for our Special Education population.
- Planning for Professional Development of our Special Education Staff.
  - Paraprofessionals will be attending one staff meeting per month to provide specific training and to ensure improved communication.
  - Specific areas of training topics: Training on PPT process and proper communication during meetings, Specific disabilities training, Law on Special Education, Behavior management tools, and CPI refreshers as needed.
- Working on creating a color brochure for the Special Education Department for families to know who are working with their children.

**Ashford School**  
**Board of Education**

Principal's Report – Troy C. Hopkins  
June 16, 2016

**Climate**

We have a work group this summer that will be improving our PBIS system, which will be directly connected to the behavior management system. This group will use concepts from a recent workshop that was attended by several staff members including two paraprofessionals. The ideas are compatible with Lost at School as well as a newer text titled Better Than Carrots or Sticks - Restorative Practices for Positive Classroom Management.

*Professional development next year*

Based on feedback from surveys, we will be shifting the function of PD Days from working to learning. We will be including paraprofessionals in some of the PD days and faculty meetings. At this point, we did not yet identify dates on which paraprofessional will participate, so please keep open all the dates (attached). We will send out exact dates over the summer.

**Curriculum**

We will be planning to start a 1:1 device initiative next year in the sixth grade, with the idea that students would have school issued laptops for three years. There needs to be significant planning before students would be provided the laptops, so likely distribution would be in the middle of next school year. The rationale for starting with this grade includes that these students will be in a new specials class called Digital Compass in which they will learn about digital citizenship.

Grade 5 students will be taking a course called Digital Passport in the special rotation. Grade 5 and 6 students will be taking a Robotics course in the specials rotation.

*Student Success Planning*

This summer, we will be creating the outline for a new specials class for grades 7 and 8 called Student Success Planning. The grades 7 and 8 teachers will be teaching this course, meeting with the same group of students every four days throughout the year. Topics may include goal setting, time management, career exploration, digital citizenship, interpersonal skills, community service, capstone portfolio, and character development (utilizing lessons from the Second Step curriculum).

*Second Step*

Second Step is a character development curriculum that we will be using PK-8 next year. It contains short lessons that can be used in morning meeting, homeroom, or other times. Homeroom teachers will be implementing these lessons, however school psychologists may provide support, as they have in several grade levels already.

*Unit Planner*

All summer curriculum work will be documented on the new on-line Unit Planner and will be focused on stage 1 (desired result) and stage 2 (acceptable evidence). These first two stages will be the same for each classroom within the same grade.

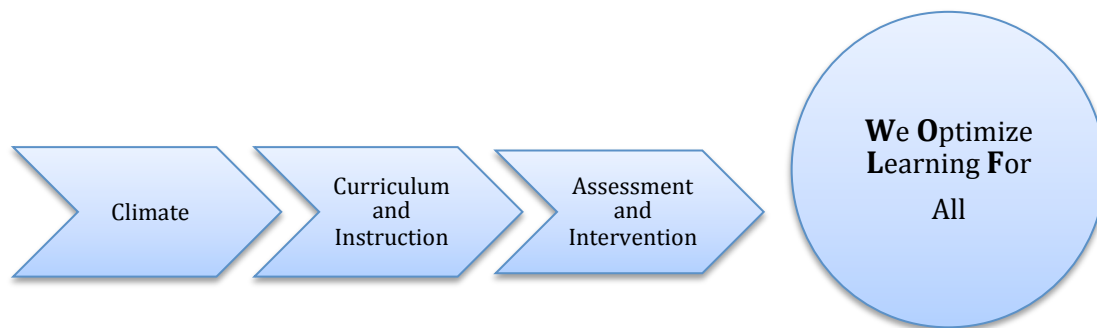
**Assessment**

We have a work group (School Improvement Planning) that will analyze data from a variety of sources and best determine how to use our resources to optimize student learning. One of the major topics will be making sure that we are pushing students who are achieving well above grade level. This may involve faculty members serving as mentors to specific students. Meetings could occur during unassigned periods in the teacher's schedule.

Another major focus will be further development of a system to inspire love and advancement of reading, including the grade 7 and 8 students who have limited time in ELA class. We will be using Accelerated Reader more frequently to motivate and assess reading from grades 1 to 8.

Other topics of discussion will include healthy screen time and the function/importance of homework.

Next year, we will have an accreditation visit from NAEYC (National Association for the Education of Young Children). The PK and K teachers and paraprofessional are well prepared, but additional work will be conducted over the summer and into the beginning of next year.



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**Ashford School**  
**Faculty Meetings and Professional Development Days**  
**2016-2017**

Faculty meetings will be held on the following **Tuesdays**:

September 6	February 7
September 20	February 28
October 4	March 14
October 18	March 28
November 1	April 4
November 15	April 18
December 6	May 2
December 20	May 16
January 10	June 6
January 24	

Professional Development will be held on the following days:

Monday, August 29  
Tuesday, August 30  
Tuesday, October 11  
Tuesday, January 17  
Tuesday, February 21  
Thursday, March 9  
Thursday, March 10

Committees will meet monthly on **Wednesdays** according to the following:

**Climate** – 1st Wednesday (9/7, 10/5, 11/2, 12/7, 1/4, 2/1, 3/1, 4/5, 5/3)

**Curriculum** – 2nd Wednesday (9/14, 10/12, 11/9, 12/14, 1/11, 2/8, 3/8, 4/19, 5/10)

**Assessment** – 3rd Wednesday (9/21, 10/19, 11/16, 12/21, 1/18, 2/15, 3/15, 4/26, 5/17)

The **Ashford School Council** will meet on the **1<sup>st</sup> Monday** of the month:

Sept. 12, Oct. 3, Nov. 7, Dec. 5, Jan. 9, Feb. 6, Mar. 6, Apr. 3, May 1, June 5

**Newer Teacher Meetings** will be held on the **3<sup>rd</sup> Monday** of the month:

Sept. 19, Oct. 17, Nov. 14, Dec. 19, Jan. 23, Mar. 20, Apr. 17, May 15

Ashford School  
BOE Assistant Principal's Report – Garrett J. Dukette  
June 16, 2016

**Writing**

As we close out the year, Ashford School has made significant progress in regards to aligning and refocusing our writing instruction. Spring benchmarks have been uploaded. This information is extremely useful because it provides two pieces of important information for the beginning of our school year in September: 1) We have a clear and consistent picture of whether students are at, above, or below grade-level in their writing; and 2) We have targeted areas of weakness at both the student and class level. Moving into next year, this will be helpful because teachers will be able to address areas of weakness from day one, rather than having to wait two to three weeks to gather data.

When I arrived in June of 2015, our writing programs were fragmented and disjointed; we had three different writing programs which made information sharing from one year to the next cumbersome and largely unusable. While this shift may seem like a small change, as we continue to move forward and develop familiarity with the *Writing Pathways* curricular framework, this ability to analyze consistent data will go a long way towards optimizing learning for all students.

**Curriculum and Instruction**

Earlier this month, Reading Specialist Mandy Makuch met with Troy and I to discuss how to embed some of our “prescribed” resources into the STEAM-driven curriculum. Based on that conversation, Mandy met with every team from Kindergarten to grade 3 to provide instructional support in regards to blending resources for maximum impact. The purpose of these mini PD sessions was to: 1) Orient K-3 teachers in regards to how to use structured resources while still focusing heavily on project-based learning; and 2) Provide K-3 teachers with functional experience in using the EduPlanet curricular software. As a direct result of this training, when these teams begin their planning for 2016-2017, they will have a concrete understanding of how to develop curricular units that meet our school goals (ensuring opportunities for student choice, connecting learning to authentic performance tasks, etc.) while also providing students with strong foundational skills.

**Student Motivation and Behavior**

The PBIS committee will meet for two days of summer work to revise the PBIS system at Ashford School. The focus of this work is to shift the function of the program to make it more vertically aligned and oriented towards K-8. Prior to this summer work, each member of the committee will be reading a book published by ASCD titled *Better Than Carrots or Sticks: Restorative Practices for Positive Classroom Management*. This book, in conjunction with the PBIS conference that members of the staff attended in May, will serve as the foundation for our approach to behavior as we move forwards.

As a personal goal, I want to ensure that all staff members have a concrete and comfortable understanding of each of the following classroom management pieces:

- Strategies for creating routines and rules within the classroom
- Process for facilitating restorative conversations within the classroom
- A toolbox for redirecting student behavior that is age-appropriate
- Multiple in-class approaches to behavior and consequences
- Lessons for teaching students “Habits of Mind”

**Communication**

Over the course of the 2015-2016 school year, I have contacted home more than 350 times for “Pawsitive Office Referrals”. This has been a highly successful means of keeping positive lines of communication open between school and home.

*Ashford*  
*Business Manager's Report*  
*June 2016*  
*D. Neel*

**Budget 2015-16**

The current unencumbered balance is a surplus of \$153,018, an decrease of \$11,500 from last month. Significant changes are:

1. As reported at the May meeting, it was discovered that significant undesigned encumbrances had been place on the budget in accordance with past practice. These totaled approximately \$116K and have been released.
2. Upon payment of the May bill, it became apparent that Health insurance has been underencumbered by (\$74K).
3. Technology Admin Equipment - 4 Macbook Pros (\$10K)
4. Library Furniture (\$9K)
5. Medical Supplies - Vision Screener and misc. supplies (\$8K)
6. Fleet Maintenance - parts including additional cameras (\$8K)
7. Music Equipment (\$7K)
8. Professional Development (\$5K)

Significant factors that have not been incorporated into the financial report include:

- Bus #9 is in the shop and may require a replacement engine. Estimated cost (\$20K).
- Excess Costs and State Agency Placement Grant - \$11,436 has been received, but not yet credited.
- One more payroll with employee deductions for health insurance. \$6,700.
- Town, Fire and Ambulance diesel reimbursements based on metered use.

**Financial Software Replacement**

The Town has received a \$30,000 grant from OPM to offset the cost of a new financial system. At the time of grant application, information I had about the grant somewhat ambiguous, but the conditions of the award are clear; to use this money, the Town and BOE have to adopt the state's Uniform Chart of Accounts. Designing a chart of accounts that meets our management needs and utilizing the crosswalk mapping approach that the majority of Boards of Education have chosen would not be an option.

I currently serve in another district that accepted one of these grants. It has proven to be a false economy. Their account string is 40 characters long. Our current account structure uses 14 characters. The long-term productivity loss from additional data entry and higher error rate with account codes that are three times as long as we have now should not be underestimated. Some financial systems have abbreviated input options that could provide a partial remedy to the data entry challenge. I recommend that we select a replacement financial system on its overall merits and defer any decision on adopting the state chart of accounts until then.

**Cost Avoidance**

Magnet school operators are notoriously reluctant to grant tuition credits once the school year has begin. Jen Barsaleau successfully negotiated a credit this year for students who moved out of town and are no



longer our financial responsibility. Darcy Morgan was able to get the over-limit fee waived, which was incurred due to high credit card use last month. Lalaine SanDiego investigated purchase order functions within the BMSI program and successfully created a format for PO applications using the current BMSI program. Lalaine also worked with other staff members and our payroll vendor in an effort to coordinate and manage staff absence requests in a more efficient manner.

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

None made this month or this year.

<b>A/P Monthly Report</b>			
6/10/16 15:32			
<b>May 2016</b>			
<b>Object 112</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Athletic Officials	780.01	01-1112-112-01012	Baseball/Softball- 4/28/16, 5/9/16, 5/10/16, 5/12/16, 5/16/16 & 5/18/16
<b>Total</b>	<b>\$780.01</b>		
<b>Object 200</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Anthem Blue Cross Blue Shield	0.00	01-2200-200-01220	Period 5/1/15-5/31/15 Dental Insurance Premium
Connecticare Inc	0.00	01-2200-200-01220	Period 5/1/15-5/31/2015 Medical Insurance Premium
CIRMA	0.00	01-2200-200-02220	4th QTR Workers Comp Insurance Premium
Sun Life Financial	0.00	01-2200-200-01230	Period 5/1/15-5/31/15 Group Life Insurance Premium
<b>Total</b>	<b>\$0.00</b>		
<b>Object 205</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Department Of Labor	0.00	01-2200-205-03220	Unemployment Expense Period Ending 3/31/2016
Connecticare Inc	0.00	01-2200-205-04220	Period 5/1/15-5/31/15 Cert Retirement Medical Insurance Premium
Anthem Blue Cross Blue Shield	0.00	01-2200-205-04220	Period 5/1/15-5/31/15 Cert Retirement Dental Insurance Premium
<b>Total</b>	<b>\$0.00</b>		
<b>Object 312</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Days Hotel	417.80	01-2200-312-02220	Hotel Room for Writing College (K. Craven)
EastConn	200.00	01-2200-312-02220	Incorporating Science & Engineering Practices Course (Burnham,Knotts&Imhoff)
SERC	60.00	01-2200-312-02220	I'm Mad: The Link Between Early Literacy,Behavior & Preschoolers (Lusa & Longo)
<b>Total</b>	<b>\$677.80</b>		
<b>Object 319</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Complete Payroll Solutions	504.00	01-2200-319-03220	5/6/16 & 5/20/16 Payroll Processing Fee
Cross Country Education	189.99	01-1200-319-02120	Navigating the Complexityof the Child Interview (K. Piatek)
Michele Fesenmeyer	5,786.00	01-1200-319-03120	May 2016 Occupation Therapy Services
Sarah Hodgson	3,800.00	01-1200-319-06120	May 2016 Behavioral Therapy Services
Shipman & Goodwin LLP	790.00	01-2200-319-01220	For Period Ending 4/30/2016
The Rockfall Company LLC	2,400.00	01-2200-319-04220	2nd Installment-Conceptual Design, Schematic Plan For Tech Ed Space
Amy Vasington	5,088.82	01-1200-319-01120	May 2016 Speech Services
PT4Kids LLC	2,016.00	01-1200-319-05120	May 2016 Physical Therapy Services
Horizons Inc	167.00	01-1200-319-06120	April 2016 Behavior Therapy Services
<b>Total</b>	<b>\$20,741.81</b>		
<b>Object 321</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Eversource	2,929.96	01-2540-321-00254	Period 4/8/16-5/9/16 Facility
Eversource	12.41	01-2540-321-00254	Period 4/1/16-5/2/16 Lamp Post
Constellation New Energy	2,441.68	01-2540-321-00254	Period 4/9/16-5/9/16 Facility

<b>Total</b>	<b>\$5,384.05</b>		
<b>Object 322</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
A&A Office Systems Inc	0.00	01-2200-322-00220	
Aqua Pump Inc	575.00	01-2540-322-03254	April 2016 Maintenance, 2nd QTR H2O Test
Microbac Laboratories Inc	376.00	01-2540-322-03254	Groundwater Well Testing-Outside
Service Management Group LLC	3,420.00	01-2540-322-04254	Jr. High Boy's & Girls Restroom Floor Rejuvenation
Life Safety Service & Supply	0.00	01-2540-322-06254	Annual Service & Maintenance Of Fire Extinguisher, Exting Inspection & Battery Test
The Stuart L. White Company	0.00	01-2540-322-06254	Inspected Pyro-Chem Fire Suppression & Replaced CO2 Cartridge
Gagne Electric	1,482.26	01-2540-322-04254	Material & Labor Cost To Install Recessed Light Fixtures in the Conference Room
Village Springs Distributor	0.00	01-2540-322-03254	H2O Delivery for Watercoolers Superintendent Office & Nurse
Willimantic Waste Paper	610.57	01-2540-322-01254	May 2016 Trash & Recycle Pickup Charge
<b>Total</b>	<b>\$6,463.83</b>		
<b>Object 323</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
NEMC	150.00	01-1103-323-02003	Winston Euphonium Repair
RnB Enterprises Inc	1,998.00	01-2600-323-02260	Epson Powerlite 570 UST Projector
<b>Total</b>	<b>\$2,148.00</b>		
<b>Object 324</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
CIRMA	0.00	01-2540-324-00254	4th QTR Plant Insurance
CIRMA	0.00	01-2550-324-00255	4th QTR Transportation Insurance
<b>Total</b>	<b>\$0.00</b>		
<b>Object 340</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Frontier	398.57	01-2200-340-01220	Period 5/3/16-6/2/16 Telephone Expense
FedEx	0.00	01-2200-340-02220	
Ashford Post Office	0.00	01-2200-340-02220	
Stamps.com	415.99	01-2200-340-02220	Monthly Maintenance Fee & 1st Class Stamps
Cooperative Educational Services	535.00	01-2200-340-04220	Annual Subscription Fee CTREAP Program
<b>Total</b>	<b>\$1,349.56</b>		
<b>Object 370</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Natchaug Hospital	10,176.00	01-1200-370-01120	Period 4/1/16-4/30/16 SpEd Outplacement Tuition
EastConn	9,981.04	01-1200-370-01120	SpEd Magnet School Additional Services
EastConn	-3,420.16	01-1200-370-01120	SpEd Magnet School Additional Services Reimbursement
EastConn	4,115.16	01-1101-370-05120	Magnet School Tuition 3 New Students
EastConn	-3,984.96	01-1101-370-05120	Magnet School Tuition Reimbursement
The CT Institute for the Blind	13,759.59	01-1200-370-01120	Period 4/1/16-4/30/16 SpEd Outplacement Tuition & Transportation
<b>Total</b>	<b>\$30,626.67</b>		
<b>Object 390</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Bacher Corp. of Conn	85.19	01-2550-390-01255	Bearing QTY#4 & Belt 52"
Amazon	99.98	01-2550-390-01255	Hot Shot's Secret Stiction Eliminator 64 oz QTY# 2

Bus Parts Warehouse	0.00	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Putnam Chrysler, Dodge, Jeep, Kia	0.00	01-2550-390-01255	Purchased Parts For The Mid Bus
Furness Bros Inc	0.00	01-2550-390-01255	
J&S Radio Sales Inc	0.00	01-2550-390-01255	
Lawson Products Inc	657.80	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Top Line Supplies	0.00	01-2550-390-01255	15/40 Super Duty Oil Plus/Drum
Mansfield Supply	78.99	01-2550-390-01255	Garage/Workshop Kit, Tools & Miscellaneous
Blue Tarp Financial	0.00	01-2550-390-01255	
Napa Auto Willmantic	0.00	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Nutmeg International Trucks	340.03	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	
Rossi Bros. LLC	0.00	01-2550-390-01255	
Pete's Tire Barns Inc	0.00	01-2550-390-01255	Bus Replacement Tires
Dattco	0.00	01-2550-390-01255	
<b>Total</b>	<b>\$1,261.99</b>		
<b>Object 410</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Amazon	87.80	01-1200-410-05120	White Crew Socks Sizes 3-9 & 9-2 & Briefs Sizes 6-7 & Multi 4T
Amazon	194.04	01-1100-410-01000	Post-it Notes, Blue & Red 8G Flash Drives, Crayola Colored Pencils & Markers
Carolina Biological Supply Company	20.90	01-1200-410-03120	Earthworms Plain Carolina's Perfect Solution
Carolina Biological Supply Company	92.98	01-1101-410-05001	Nutrient Agar, Prepared Media Plates 100x15mm
Home Depot Credit Services	156.38	01-1103-410-01003	Snow White Field Tile 6"x8",2"x3(96)"Studs,(5/8)RTD Sheeting & Tapcon Hex Heads
Home Depot Credit Services	325.61	01-2540-410-06254	Ryobi 6.5 amps Orbital Jigsaw,Bosch T-Shank Jigsaw & Hammer Drill Bits etc....
Home Depot Credit Services	198.27	01-2540-410-03254	Wedge Anchor, Duct Tape,14" Natural Cable Tie, Energizer AA & WD40 etc....
Home Depot Credit Services	14.72	01-2540-410-05254	CREE 9.5 W(65W) BR30 LED & (1/2)" EMT Conduit
PSNI	479.00	01-1200-410-07120	SNAPHealth Center Support & Hosting Services
Book4School	115.00	01-1101-410-02001	Roll of Thunder Hear My Cry Paperback Books QTY# 50
Companion Corporation	1,595.00	01-2600-410-08260	Library Circulation Site License
Lego Education	395.85	01-1100-410-03000	More To Math 8-Student Classroom Pack
GovConnection Inc	1,135.30	01-2600-410-01260	HL-L2340DW Compact Laser Printer Brother & Black High Yield Toner
GovConnection Inc	1,009.98	01-2600-410-07260	HL-L2340DW Compact Laser Printer Brother & Black High Yield Toner
School Specialty	152.96	01-1104-410-00004	Purple Endurance Carpet 6'x9'
School Specialty	102.17	01-1103-410-01003	True Flow Ceramic Gloss Glaze Set of 12
WB Mason	195.00	01-2200-410-01220	"The Agent" Mid Back Swivel Chair Black Mesh
WB Mason	1,567.57	01-1100-410-01000	Main Office Supply Closet Replenishment
WB Mason	1,567.57	01-1101-410-01001	Main Office Supply Closet Replenishment
Hillyard/Rovic	1,646.58	01-2540-410-04254	Garbage Bags, Toilet Paper & Facial Tissue
Hillyard/Rovic	420.28	01-2540-410-02254	Vinyl Gloves Medium & Large, Sponges, Trigger Sprayer & Suprox
Hillyard/Rovic	208.24	01-2540-410-03254	Antiseptic Hand Lotion Floral Scent
Hillyard/Rovic	2,548.96	01-2540-410-01254	EP-22, Green Select Stripper & 18" Black Heavy Duty Strip Pad
<b>Total</b>	<b>\$14,230.16</b>		
<b>Object 411 &amp; 412</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Dime Oil LLC	0.00	01-2540-411-00254	Plant Heating Oil 6100.0 Gallons
Dime Oil LLC	0.00	01-2550-412-01255	4630.0 Gallons Diesel For BOE, DPW & Fire Dept Use
B.A. Muzio Company Inc	0.00	01-2540-411-00254	100 lbs Cylinder (C3H8) For Bus Shed
Amerigas	0.00	01-2540-411-00254	465.8 Gallons (C3H8) for Café
Wex Bank	422.05	01-2550-412-02255	Period 4/1/16-4/28/16 Gasoline For SpEd Vans, Mechanic & Plant Power Tools

<b>Total</b>	<b>\$422.05</b>		
<b>Object 420</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
Rosetta Stone Ltd	2,682.00	01-1101-420-05001	Language Learning Solution (Rosetta Course & Manager)
<b>Total</b>	<b>\$2,682.00</b>		
<b>Object 430</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
	0.00	01-1107-430-02007	
<b>Total</b>	<b>\$0.00</b>		
<b>Object 540</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
American School For The Deaf	320.00	01-1200-540-01120	Audiology Equipment Rental May & June
De Lage Landen	1,833.00	01-2200-540-01220	Period 5/15/16-6/14/16 Copier Lease Monthly Contract Fee
A&A Office Systems Inc	2,643.17	01-2200-540-01220	Period 2/7/16-5/6/16 Copy Charges
<b>Total</b>	<b>\$4,796.17</b>		
<b>Object 640</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
CABE	60.00	01-2200-640-03220	Legislative Wrap-Up of the 2016 General Assembly
CABE	2,596.00	01-2200-640-01220	Annual Basic Membership Dues
Committee For Children	199.00	01-2200-640-03220	Second Step Principal Toolkit (K-5)
EastConn	180.00	01-2200-640-03220	Professional Learning for Special Area Teachers
Amazon	120.55	01-2200-640-02220	Ziploc 340 Storage Bags & Extra Smooth Mint Sugarfree Gum-Teacher Week
National Pen Co. LLC	151.40	01-2200-640-04220	Personalized Ashford School Paragon Pens Wolf & Moon Logo
Gregory & Howe Inc	0.00	01-2200-640-05220	Bus Driver Drug Screen
Things Remembered	174.00	01-2200-640-02220	Bus Driver Physical
<b>Total</b>	<b>\$3,480.95</b>		
Report Total	95,045.05		
BMSI Total	95,045.05		
<b>Variance</b>	<b>\$0.00</b>		
<b>Dr. Longo Contracted \$1,500</b>			

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<u>Object/Account Description</u>	<u>Actual 13- 14</u>	<u>Actual 14- 15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Certified Staff	2,864,352	2,819,546	2,947,376	2,293,125	615,823	\$ 38,428	1.3%
Non-Certified Staff	1,378,626	1,374,337	1,480,134	1,269,750	168,881	\$ 41,503	2.8%
Insurance	1,088,731	1,083,642	1,010,356	965,689	76,701	\$ (32,033)	-3.2%
Other Insurances	279,874	311,366	405,432	365,494	42,281	\$ (2,344)	-0.6%
Instructional Improvement	27,453	40,649	38,500	25,200	17,109	\$ (3,809)	-9.9%
Professional Services	232,738	199,015	240,400	177,284	27,903	\$ 35,212	14.6%
Utilities	71,414	61,305	72,000	59,787	6,068	\$ 6,145	8.5%
Maintenance	126,275	117,644	101,668	79,829	26,574	\$ (4,734)	-4.7%
Equipment Maintenance	435	1,821	3,600	2,690	74	\$ 836	23.2%
Liability Insurance	35,381	44,965	46,799	32,252	0	\$ 14,547	31.1%
Transportation	47,272	51,792	73,375	27,038	5,477	\$ 40,860	55.7%
Communication	7,687	13,191	12,000	12,032	1,030	\$ (1,062)	-8.8%
Outside Services	256,539	391,360	388,831	310,609	50,830	\$ 27,392	7.0%
Purchased Services	37,240	42,837	46,172	8,338	21,797	\$ 16,037	34.7%
Supplies	145,075	162,754	137,018	91,262	35,018	\$ 10,738	7.8%
Fuel, Heating	129,762	107,568	105,000	103,815	3	\$ 1,182	1.1%
Fuel, Transportation	41,313	44,556	50,500	50,395	1,244	\$ (1,138)	-2.3%
Textbooks	14,749	17,648	2,000	7,216	1,576	\$ (6,792)	-339.6%
Library Books	3,024	728	0	(97)	0	\$ 97	
Equipment	196,636	316,329	235,311	154,700	108,539	\$ (27,928)	-11.9%
Dues & Fees	19,070	36,590	26,099	19,513	7,204	\$ (618)	-2.4%
Audit Adjustments	0	0	500	0	0	\$ 500	100.0%
Total Objects Summary	7,003,646	7,239,645	7,423,071	6,055,921	1,214,132	153,018	2.1%

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2015-16 Budget  
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<u>Object/Account Description</u>	<u>Actual 13- 14</u>	<u>Actual 14- 15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Elementary Certified Staff	856,049	894,430	929,378	714,906	214,472	\$ -	0.0%
Middle School Certified Staff	694,666	688,353	720,508	580,019	165,116	\$ (24,627)	-3.4%
Art Certified Staff	75,349	76,307	50,000	34,084	10,225	\$ 5,691	11.4%
Music Certified Staff	124,884	94,967	98,645	75,881	22,764	\$ -	0.0%
World Language Certified Staff	138,665	142,427	146,553	112,733	33,820	\$ -	0.0%
Phys Ed/Health Certified Staff	150,448	119,392	101,507	69,655	20,896	\$ 10,956	10.8%
Coaches	11,015	16,357	17,694	11,664	5,168	\$ 862	4.9%
Program Advisors	5,219	5,719	5,389	534	4,855	\$ -	0.0%
Prog Directors & Coordinators	3,108	4,404	6,271	534	5,737	\$ -	0.0%
SpEd Certified Staff	141,467	100,890	133,839	89,429	26,913	\$ 17,498	13.1%
Remedial Certified Staff	124,767	127,854	130,984	100,757	30,227	\$ -	0.0%
Psychologist Certified Staff	120,118	122,992	124,964	73,629	22,088	\$ 29,247	23.4%
Enrichment Certified Staff	41,938	45,208	48,247	37,113	11,134	\$ -	0.0%
Speech Certified Staff	54,065	56,309	58,351	44,885	13,466	\$ -	0.0%
Superintendent	68,924	68,924	70,786	65,895	5,491	\$ (600)	-0.8%
Principal	118,500	123,137	126,490	116,760	9,730	\$ 0	0.0%
Special Ed Director	55,400	47,107	97,770	90,803	7,567	\$ (600)	-0.6%
Assistant Principal	79,770	84,770	80,000	73,846	6,154	\$ -	0.0%
Curriculum Director	0	0	0	0	0	\$ -	
<b>TOTAL Certified Staff</b>	<b>2,864,352</b>	<b>2,819,546</b>	<b>2,947,376</b>	<b>2,293,125</b>	<b>615,823</b>	<b>38,428</b>	<b>1.3%</b>
Regular Ed Paraprofessional	131,226	124,873	108,773	93,469	13,158	\$ 2,145	2.0%
Library Paraprofessional	0	24,250	24,877	22,637	2,127	\$ 113	0.5%
Library Consultant	7,112	0	0	0	0	\$ -	
Athletic Officials	3,762	3,844	4,600	3,635	85	\$ 880	19.1%
Extracurricular	0	1,089	20,000	12,600	1,837	\$ 5,563	27.8%
After Sch Activities Transport	4,407	2,552	2,118	5,222	0	\$ (3,104)	-146.6%
Event Chaperones	1,428	1,512	1,764	714	1,050	\$ -	0.0%
Nursing Staff	60,150	60,514	62,466	55,540	4,526	\$ 2,400	3.8%
SpEd Paraprofessional	263,839	295,015	318,807	271,073	47,734	\$ -	0.0%
SpEd Substitutes	18,811	43,575	45,000	12,463	2,054	\$ 30,484	67.7%
Business Manager	15,125	1,642	20,000	35,355	2,530	\$ (17,885)	-89.4%
Bookkeeper	104,500	107,531	112,488	103,836	8,653	\$ (1)	0.0%
Superintendent's Secretary	52,000	53,508	54,979	50,750	2,668	\$ 1,561	2.8%
Principal's Secretary	47,543	52,937	57,190	50,792	7,590	\$ (1,192)	-2.1%
Substitute Teachers/Paras	105,170	50,578	80,000	37,454	3,917	\$ 38,629	48.3%
Special Ed Secretary	34,383	35,380	36,353	33,557	2,796	\$ (0)	0.0%
Sub calling stipend	3,000	3,000	3,000	3,000	0	\$ -	0.0%
BOE Meeting Minutes Stipend	1,120	1,000	1,000	1,000	0	\$ -	0.0%
Custodians	170,544	185,334	194,434	179,335	23,750	\$ (8,651)	-4.4%
Summer Custodians	8,518	4,182	5,635	4,406	0	\$ 1,229	21.8%
Custodian Substitutes	11,971	9,481	6,864	1,407	0	\$ 5,457	79.5%
Emergency OT	1,001	0	1,000	0	0	\$ 1,000	100.0%
Community	259	1,241	500	0	0	\$ 500	100.0%
Drivers	139,847	124,032	135,206	130,867	20,747	\$ (16,409)	-12.1%
Transportation Coordinator	8,273	9,604	14,841	11,880	4,120	\$ (1,159)	-7.8%
Mechanic	51,411	46,330	43,744	39,351	4,189	\$ 203	0.5%
Driver Sick/Personal Leave	10,196	18,807	7,280	5,873	1,356	\$ 51	0.7%
Class Trip Transportation	7,611	6,943	10,085	5,547	4,538	\$ (0)	0.0%
Technology Paraprofessional	25,920	26,684	26,062	24,142	1,801	\$ 119	0.5%
Technology Consultant	89,500	78,900	81,070	73,846	7,654	\$ (430)	-0.5%

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<u>Object/Account Description</u>	<u>Actual 13-14</u>	<u>Actual 14-15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
TOTAL Non-Certified Staff	1,378,626	1,374,337	1,480,134	1,269,750	168,881	41,503	2.8%
Medical/Dental Insurance	1,029,293	1,005,269	938,156	903,975	74,730	\$ (40,549)	-4.3%
Group Life Insurance	9,568	8,760	10,028	7,498	1,971	\$ 560	5.6%
Workers Compensation Insurance	49,870	69,613	62,172	54,216	0	\$ 7,955	12.8%
TOTAL Insurance	1,088,731	1,083,642	1,010,356	965,689	76,701	(32,033)	-3.2%
Social Security/Medicare Costs	146,870	154,078	178,021	136,923	18,286	\$ 22,812	12.8%
Non-Certified Retirement Costs	25,858	26,061	32,097	32,361	11,517	\$ (11,782)	-36.7%
Non-Certified Other Benefits	28,007	25,964	60,607	77,752	3,764	\$ (20,909)	-34.5%
Unemployment Compensation Cost	9,432	353	1,002	7,202	0	\$ (6,200)	-618.8%
Cert Retirement Healthcare	10,502	23,996	42,105	19,970	2,775	\$ 19,360	46.0%
Certified Other Benefits	59,205	80,913	91,600	91,286	5,938	\$ (5,624)	-6.1%
TOTAL Other Insurances	279,874	311,366	405,432	365,494	42,281	(2,344)	-0.6%
Workshop Sub Pay	2,295	2,448	3,000	1,085	1,020	\$ 895	29.8%
Teacher Workshops (AEA)	5,481	5,135	8,000	6,313	1,687	\$ -	0.0%
Curriculum Development	5,968	19,080	9,000	8,444	8,240	\$ (7,684)	-85.4%
District Professional Dev Days	3,390	2,812	2,500	2,338	162	\$ (0)	0.0%
CT TEAM Mentor	320	679	3,000	(2,500)	1,000	\$ 4,500	150.0%
AEA Tuition Reimbursement	10,000	10,000	10,000	9,520	0	\$ 480	4.8%
MEUI Tuition Reimbursement	0	495	3,000	0	5,000	\$ (2,000)	-66.7%
TOTAL Instructional Improvement	27,453	40,649	38,500	25,200	17,109	(3,809)	-9.9%
Speech Outsourced	35,334	35,864	40,000	34,352	5,648	\$ -	0.0%
Training Seminars	7,248	4,270	7,000	2,109	769	\$ 4,122	58.9%
OT Outsourced	56,673	57,522	62,000	52,074	5,786	\$ 4,140	6.7%
Evaluations Outsourced	5,185	6,100	13,000	5,330	3,810	\$ 3,860	29.7%
Physical Therapy Outsourced	6,051	5,945	12,000	9,984	2,016	\$ -	0.0%
Behavioral Therapy Outsourced	36,760	44,720	48,500	35,369	4,134	\$ 8,997	18.6%
Assistive Technology/ACC	2,755	0	2,000	52	0	\$ 1,948	97.4%
Pre-K Screening	107	0	1,500	384	0	\$ 1,116	74.4%
Legal	53,331	6,746	15,000	3,076	5,000	\$ 6,925	46.2%
Audit	14,250	16,250	15,000	16,150	0	\$ (1,150)	-7.7%
Data Processing	11,571	14,836	12,500	10,905	740	\$ 855	6.8%
Consultant	3,419	6,750	11,500	7,500	0	\$ 4,000	34.8%
Volunteer Screening	54	12	400	0	0	\$ 400	100.0%
TOTAL Professional Services	232,738	199,015	240,400	177,284	27,903	35,212	14.6%
Plant Utilities	71,414	61,305	72,000	59,787	6,068	\$ 6,145	8.5%
TOTAL Utilities	71,414	61,305	72,000	59,787	6,068	6,145	8.5%
Spec Ed Equip Maintenance	2,544	1,590	1,000	557	0	\$ 443	44.3%
Administrative Equipment Maint	140	625	500	39	0	\$ 461	92.2%
Rubbish Removal	8,254	7,288	7,818	6,837	641	\$ 341	4.4%
Asbestos Monitoring	660	1,382	550	0	0	\$ 550	100.0%
Water	13,795	22,158	16,000	11,857	3,392	\$ 751	4.7%
General Maintenance & Repairs	29,838	38,118	18,000	16,876	9,776	\$ (8,652)	-48.1%
Sanitary System	3,910	3,000	4,000	3,140	0	\$ 860	21.5%
Fire Equipment	5,157	4,500	10,000	4,119	365	\$ 5,516	55.2%
Generator Maintenance	4,255	3,592	4,000	1,169	0	\$ 2,831	70.8%
Boiler	9,634	17,420	14,000	15,599	0	\$ (1,599)	-11.4%



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<u>Object/Account Description</u>	<u>Actual 13-14</u>	<u>Actual 14-15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Grounds Upkeep	9,580	5,942	5,000	5,031	2,075	\$ (2,106)	-42.1%
Painting	1,144	545	2,000	667	2,000	\$ (667)	-33.3%
Floor Covering	12,194	6,539	6,000	6,345	8,325	\$ (8,670)	-144.5%
Roof Maintenance	4,543	1,745	4,500	1,800	0	\$ 2,700	60.0%
Radon Testing	0	0	300	0	0	\$ 300	100.0%
HVAC Maintenance	20,629	3,200	8,000	5,793	0	\$ 2,207	27.6%
TOTAL Maintenance	126,275	117,644	101,668	79,829	26,574	(4,734)	-4.7%
Music Instrument Maintenance	435	644	600	455	0	\$ 145	24.2%
Audio Visual Equipment Maint	0	0	0	0	0	\$ -	
Tech Equip Maint	0	1,177	3,000	2,235	74	\$ 691	23.0%
TOTAL Equipment Maintenance	435	1,821	3,600	2,690	74	836	23.2%
Student Accident Insurance	995	1,065	1,150	1,065	0	\$ 85	7.4%
Plant Insurance	21,711	26,498	28,750	20,416	0	\$ 8,334	29.0%
Transportation Insurance	12,676	17,402	16,899	10,771	0	\$ 6,128	36.3%
TOTAL Liability Insurance	35,381	44,965	46,799	32,252	0	14,547	31.1%
SpEd Transportation	47,173	51,697	73,275	27,018	5,445	\$ 40,812	55.7%
Class Trip Tolls & Parking	99	96	100	20	32	\$ 48	47.6%
TOTAL Transportation	47,272	51,792	73,375	27,038	5,477	40,860	55.7%
Telephone	6,200	7,490	7,500	6,893	430	\$ 177	2.4%
Postage	1,007	4,425	4,000	4,084	600	\$ (684)	-17.1%
Advertising	480	1,277	500	1,055	0	\$ (555)	-111.0%
TOTAL Communication	7,687	13,191	12,000	12,032	1,030	(1,062)	-8.8%
Elem Out of District Tuition	0	0	0	0	0	\$ -	
RE Homebound Tutoring	2,304	0	0	0	0	\$ -	
MS Out of District Tuition	17,100	32,400	27,100	23,930	0	\$ 3,170	11.7%
After School Math Support	0	0	0	0	0	\$ -	
Outplacement Tuition	208,116	317,550	316,731	252,166	50,830	\$ 13,735	4.3%
Homebound Instruction/Tutoring	0	4,410	5,000	0	0	\$ 5,000	100.0%
Extended School Year	29,018	37,000	40,000	34,512	0	\$ 5,488	13.7%
After School Math Support	0	0	0	0	0	\$ -	
TOTAL Outside Services	256,539	391,360	388,831	310,609	50,830	27,392	7.0%
Contract Mileage	884	1,352	2,000	183	817	\$ 1,000	50.0%
Printing	1,177	824	1,500	192	0	\$ 1,308	87.2%
Fleet Maintenance	31,579	37,061	39,072	10,363	14,979	\$ 13,729	35.1%
Bus Facility Building Usage	3,600	3,600	3,600	(2,400)	6,000	\$ -	0.0%
TOTAL Purchased Services	37,240	42,837	46,172	8,338	21,797	16,037	34.7%
Elementary General Supplies	6,827	6,620	5,000	4,968	306	\$ (274)	-5.5%
Elementary Reading Supplies	2,570	5,961	350	322	0	\$ 28	8.0%
Elementary Math Supplies	1,870	1,964	150	651	0	\$ (501)	-334.2%
Elementary Lang Arts Supplies	1,883	2,485	1,863	671	0	\$ 1,192	64.0%
Elementary Health Supplies	15	74	100	0	0	\$ 100	100.0%
Elementary Science Supplies	320	347	250	20	0	\$ 230	92.1%
Elem Social Studies Supplies	425	323	150	0	0	\$ 150	100.0%
Assessments	7,783	8,961	9,800	6,695	5,645	\$ (2,540)	-25.9%
Elementary Art Supplies	0	251	150	0	0	\$ 150	100.0%

Ashford Board of Education  
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<u>Object/Account Description</u>	<u>Actual 13- 14</u>	<u>Actual 14- 15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Elem Horticulture			0	0	0		
Middle School General Supplies	6,228	5,850	4,000	4,057	923	\$ (980)	-24.5%
Middle School LA Supplies	1,055	1,319	400	585	0	\$ (185)	-46.3%
Middle School Math Supplies	452	153	250	31	0	\$ 219	87.6%
Middle School Reading Supplies	493	274	250	0	0	\$ 250	100.0%
Middle School Science Supplies	3,454	5,036	600	497	793	\$ (690)	-115.0%
Middle School Social Stud Supp	544	419	100	102	0	\$ (2)	-2.0%
Middle School Testing Supplies	294	0	300	0	0	\$ 300	100.0%
MS Horticulture			0	0	0		
Art Supplies	4,618	2,976	1,500	2,290	0	\$ (790)	-52.6%
General Music Supplies	285	313	350	107	0	\$ 243	69.4%
Choral Supplies	963	3,400	1,000	460	0	\$ 540	54.0%
Band Supplies	1,408	3,565	1,000	965	0	\$ 35	3.5%
World Language Supplies	1,512	582	350	528	72	\$ (250)	-71.4%
Library Supplies	405	1,357	405	160	0	\$ 245	60.4%
Library Periodicals	839	837	800	379	407	\$ 15	1.9%
Library Non-Print Supplies	0	150	650	150	0	\$ 500	76.9%
Phys Ed Supplies	470	3,937	600	1,031	0	\$ (431)	-71.9%
Health Supplies	60	631	250	186	0	\$ 64	25.4%
Graduation Supplies	1,271	1,093	1,400	33	1,367	\$ -	0.0%
Athletic Supplies	1,979	6,472	2,300	2,072	0	\$ 228	9.9%
After School Activities Suppli		0	0	518	309	\$ (826)	
SpEd Instructional Supplies	1,348	2,731	2,000	543	0	\$ 1,457	72.8%
Gifted Program Supplies	4,104	3,762	5,000	0	0	\$ 5,000	100.0%
CORR Life Skills Supplies	1,309	997	1,500	532	0	\$ 968	64.5%
Behavior Support Supplies	497	332	1,000	0	94	\$ 906	90.6%
Assessment Supplies	6,524	1,683	1,000	1,000	1,062	\$ (1,062)	-106.2%
Enrichment Supplies	10,482	3,957	9,250	5,565	4,631	\$ (946)	-10.2%
Medical Supplies	3,144	5,740	4,000	2,463	9,529	\$ (7,992)	-199.8%
ELL Supplies	0	0	79	0	0	\$ 79	100.0%
SpEd Software/Supplies	1,481	783	2,000	958	188	\$ 854	42.7%
Administrative Office Supplies	2,433	6,664	4,000	3,092	0	\$ 908	22.7%
Report Cards	0	2,400	5,000	0	0	\$ 5,000	100.0%
Copier Paper	5,479	7,757	7,766	1,937	1,878	\$ 3,951	50.9%
Plant Floor Supplies	4,526	10,752	5,000	4,031	0	\$ 969	19.4%
Plant Cleaning Supplies	2,233	1,643	2,500	2,168	0	\$ 332	13.3%
Plant General Supplies	6,784	6,784	4,000	5,281	926	\$ (2,208)	-55.2%
Plant Paper Supplies	10,715	12,111	10,000	9,454	0	\$ 546	5.5%
Plant Lighting Supplies	1,172	551	1,300	780	201	\$ 319	24.5%
Plant Tools	4,491	0	500	437	1,520	\$ (1,457)	-291.3%
Transportation Clean Supplies	0	86	150	0	0	\$ 150	100.0%
Transportation Paper Supplies	64	308	200	0	0	\$ 200	100.0%
Technology Elementary Supplies	5,874	3,338	3,000	3,269	806	\$ (1,074)	-35.8%
Technology Middle School Suppl	2,280	1,631	3,000	3,248	752	\$ (1,000)	-33.3%
Technology Arts Supplies	0	0	470	0	0	\$ 470	100.0%
Technology Tech Ed Supplies	0	860	500	0	0	\$ 500	100.0%
Technology Library Supplies	1,462	0	1,485	0	0	\$ 1,485	100.0%
Technology Admin Supplies	1,662	5,802	3,000	1,568	831	\$ 601	20.0%
Technology Subscriptions	18,989	16,732	25,000	17,459	2,779	\$ 4,762	19.0%
TOTAL Supplies	145,075	162,754	137,018	91,262	35,018	10,738	7.8%
Plant Fuel	129,762	107,568	105,000	103,815	3	\$ 1,182	1.1%

Ashford Board of Education  
2015-16 Budget  
Status as of May 31, 2016

<u>Object/Account Description</u>	<u>Actual 13-14</u>	<u>Actual 14-15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
TOTAL Heating Fuel	129,762	107,568	105,000	103,815	3	1,182	1.1%
Diesel	28,568	34,599	35,500	45,771	0	\$ (10,271)	-28.9%
Gasoline	12,744	9,957	15,000	4,624	1,244	\$ 9,132	60.9%
TOTAL Transportation Fuel	41,313	44,556	50,500	50,395	1,244	(1,138)	-2.3%
Elementary Supplemental Texts	0	1,567	300	0	0	\$ 300	100.0%
Elementary Curriculum Upgrade	1,824	160	300	3,322	389	\$ (3,411)	-1136.9%
Elementary Periodicals	0	2,146	300	0	0	\$ 300	100.0%
Middle School Supplemental Texts	5,395	2,500	300	0	0	\$ 300	100.0%
Middle School Periodicals	0	1,633	300	0	0	\$ 300	100.0%
Middle School Replacement Text	0	169	0	0	0	\$ -	
Middle School Curriculum Upgrade	7,485	9,473	300	3,437	1,187	\$ (4,324)	-1441.3%
Art Textbooks	45	0	0	0	0	\$ -	
World Language Textbooks	0	0	0	458	0	\$ (458)	
Specialized Text (NIMAS)	0	0	200	0	0	\$ 200	100.0%
TOTAL Textbooks	14,749	17,648	2,000	7,216	1,576	(6,792)	-339.6%
Library Books Grades K-4	1,553	153	0	(97)	0	\$ 97	
Library Books Grade 5-8	1,471	575	0	0	0	\$ -	
TOTAL Library Books	3,024	728	0	(97)	0	97	
Elementary Equipment	3,286	0	350	0	0	\$ 350	100.0%
Elementary Furniture	10,898	742	0	0	7,766	\$ (7,766)	
Middle School Equipment	0	0	350	0	0	\$ 350	100.0%
Middle School Furniture	25,349	3,466	1,000	0	6,049	\$ (5,049)	-504.9%
Music Equipment	5,285	12,304	7,690	8,181	7,287	\$ (7,778)	-101.2%
Library Equip/Furniture	945	0	0	0	8,729	\$ (8,729)	
Phys Ed Equipment	970	5,647	6,000	0	2,680	\$ 3,320	55.3%
Athletic Equipment	0	15,185	2,000	0	0	\$ 2,000	100.0%
AT Equipment Rental	2,234	2,946	3,000	3,442	333	\$ (775)	-25.8%
Adaptive Equipment	6,626	1,119	3,000	644	0	\$ 2,356	78.5%
Sp Ed Technology Equipment	15,664	5,094	17,500	0	17,550	\$ (50)	-0.3%
Copier Lease	30,513	30,004	33,419	30,222	1,833	\$ 1,364	4.1%
Administrative Equip/Furn	2,874	7,522	0	450	0	\$ (450)	
Plant Equipment	24,383	21,500	19,000	20,439	0	\$ (1,439)	-7.6%
Technology Elementary Equip	53,095	112,908	29,800	23,406	18,850	\$ (12,456)	-41.8%
Technology Middle School Equip	2,458	42,880	83,000	58,383	24,760	\$ (143)	-0.2%
Technology Admin Equip	1,967	11,537	22,500	9,534	12,703	\$ 263	1.2%
Technology Network Equip	10,091	10,773	3,222	0	0	\$ 3,222	100.0%
Technology SpEd/Support Equip	0	0	3,480	0	0	\$ 3,480	100.0%
Technology Music Equipment	0	32,700	0	0	0	\$ -	
TOTAL Equipment	196,636	316,329	235,311	154,700	108,539	(27,928)	-11.9%
Robotic Competition Fees	0	0	2,000	1,894	0	\$ 106	5.3%
SpEd Dues & Fees	672	6,835	1,000	715	0	\$ 285	28.5%
SpEd Extra Curricular Fees	30	0	0	0	0	\$ -	
Character Dev Train & Material	0	16	2,000	0	0	\$ 2,000	100.0%
Dues & Fees	8,823	17,608	9,000	5,123	1,920	\$ 1,957	21.7%
Board of Education Expenses	374	1,543	1,000	673	89	\$ 238	23.8%
Professional Development	8,285	9,255	9,000	9,412	5,020	\$ (5,432)	-60.4%
Principal's Discretionary Fund	501	854	800	863	0	\$ (63)	-7.9%

Ashford Board of Education  
 2015-16 Budget  
 Status as of May 31, 2016

<u>Object/Account Description</u>	<u>Actual 13- 14</u>	<u>Actual 14- 15</u>	<u>Adjusted Budget 15-16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Medical/Screenings	289	479	1,299	833	175	\$ 292	22.4%
Penalty Fees & Interest	70	0	0	0	0	\$ -	
Stop Check Payment Fee	27	0	0	0	0	\$ -	
TOTAL Dues & Fees	19,070	36,590	26,099	19,513	7,204	(618)	-2.4%
Operating Transfers Out-Cafe	0	0	500	0	0	\$ 500	100.0%
TOTAL Audit Adjustments	0	0	500	0	0	500	100.0%
Supplement Appropriation			0	0	0	0	
<b>General Fund (01) Totals</b>	<b>7,003,646</b>	<b>7,239,645</b>	<b>7,423,071</b>	<b>6,055,921</b>	<b>1,214,132</b>	<b>153,018</b>	<b>2.1%</b>

## ABSTRACT PAGE

<b>Applicant Agency:</b>	<b>Ashford School</b>
<b>Local Project Title:</b>	<b>KARE- Kids Are Really Exceptional</b>
<b>Funds Requested:</b>	<b>\$20,000</b>
<b>Objectives:</b>	<p>To provide early detection of children in grades K-3 who exhibit problems adjusting to school</p> <hr/> <p>To provide a proactive approach by assisting K-3 children who demonstrate at-risk behavior, i.e. adjustment issues that interfere with their learning.</p> <ul style="list-style-type: none"> <li>• To supplement professional counseling in the school for these children, both within and outside the classroom.</li> <li>• To provide parents a variety of parenting activities in conjunction with Ashford Youth Services Bureau to further aid student success.</li> </ul>

**Project Activities:**

The KARE program will focus on children in grades K-4 who demonstrate difficulty adjusting to the school environment. While not a remedial program for academics, children will be assisted in their adjustment socially and emotionally to the academic program. Through the use of the AML Behavior Rating Scale-Revised, children will be selected and receive individual attention from the trained child associate at least 30 minutes each week in order to overcome issues that may interfere with their success in the classroom. Activities will typically occur in the designated KARE room, but assistance may be provided in the classroom initially depending on the child's level of comfort.

The child's parents and teachers will work in concert with the child associate and school psychologist to formulate goals and objectives that will be written into an individualized plan for each participant. The child associate will receive ongoing support and direction from the school psychologist, and will maintain contact with teachers and parents throughout the child's involvement in the KARE program.

Workshops and activities for parents will be an integral part of the program. Collaborative efforts between groups such as the PTO and Youth Services Bureau will occur. Project feedback

including a record of successes and failures, will be provided to staff, parents, and the Board of Education

**Procedures for Data Collection and Reports Expected:**

Data from the initial screening and other forms of information that are collected will be maintained for each child who participates. These will include the AML Behavior Rating Scale-Revised (AML-R), the Teacher-Child Rating Scale (T-CRS) and the Associate-Child Rating Scale (A-CRS). Input from parents, staff and administrators will be gathered and pre and post test data collected. Goals and objectives will be established early and updated as progress is made. Attendance logs will be maintained. Parent conferences and a final report will be provided for each individual upon completion of the KARE program. School and community newsletters will receive public relations information from the child associate running the program. A summer report will be submitted to the Board of Education in June.



Ashford Board of Education  
Ashford, Connecticut

**Series 3000**  
**Business**

**Credit Card Policy**

The Board of Education authorizes the use of district credit cards in certain prescribed situations by authorized employees for the purchase of appropriate goods and services for district purposes. For the purposes of this policy, a credit card means any and all credit cards, gasoline cards and purchasing cards authorized by the Board of Education and issued to an employee.

It is the policy of the Board of Education that credit cards are not intended for purchases that can otherwise be paid for using checks or electronic funds transfer. The use of district credit cards is intended for emergency purchases, purchases during travel and/or for vendors that do not accept checks or electronic payments in lieu of checks.

Credit cards shall be used solely for official school business. The use of district credit cards for personal or private business purchases, or for cash advances is strictly prohibited. Intentional misuse or fraudulent abuse of a district credit card will result in disciplinary action, up to and including termination, and referral to law enforcement for criminal prosecution. The Board shall also pursue any and all civil remedies against any employee engaged in misuse or abuse of district credit cards. Any employee who engages in abuse of district credit cards may have his/her wages garnished in accordance with approved practices of the Connecticut Department of Labor.

The Board of Education delegates authority to the Superintendent to determine, in administrative regulations to this policy, the employees authorized to use district credit cards, the appropriate goods and services that may be purchased with a district credit card, the maximum amount of any single transaction for each authorized employee, and a system of appropriate and regular accounting and auditing of district credit cards.

**Legal References:**

Conn. Gen. Stat. § 10-248  
Conn. Gen. Stat. § 53a-119  
Conn. Gen. Stat. § 52-564  
Conn. Gen. Stat. § 31-51tt

Federal Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.

**Series 3000**  
**Business**

**Administrative Regulations**

**I. Authorized Users**

1. Prior to becoming an authorized user of a district card, an employee must undergo a credit check through a recognized credit agency, with the results of such credit check to be reviewed by the Superintendent of Schools.
2. Only district employees with purchasing responsibilities as part of their job descriptions shall be permitted to become authorized users of district credit cards.
3. Authorized use of credit cards shall be limited to the person whose name appears on the face of the credit card, or who is specifically authorized by the Superintendent of Schools or his/her designee to use the card.
4. Authorized users shall not loan a district credit card or share the card number with any other district employee or individual.
5. Prior to becoming an authorized user, a district employee shall complete and sign an Authorized User Agreement and Wage Deduction Form.

**II. Authorized Purchases**

1. All credit card purchases must be pre-authorized as evidenced by a purchase order or based on a purchase requisition signed by the supervising administrator.
2. Credit card purchases shall be for business purposes only and shall only be for appropriate goods and services for district purposes. Personal use of district credit cards is strictly prohibited.
3. Purchase requisition shall serve as documentation of the reason for card use and the identity of the person on whose behalf the purchase was made.
4. For material goods, the requisitioner shall provide the Finance department with the packing slip or with verbal notification, such notification to be recorded on purchase documentation by the Finance department.
5. When using the credit card, an authorized user shall provide the vendor with a tax-exempt form and ensure that, whenever possible, such vendor does not charge the district state sales tax.



6. Notwithstanding the above, emergency or travel (including vehicle fuel) purchases may be charged to district credit cards without pre-authorization. For any charge that was not pre-authorized, an employee must present to the Finance Department the receipt for the purchase and an explanation of the charges within forty-eight (48) hours.

### **III. Authorized Use of Credit Cards**

#### **1. Gasoline Credit Cards**

- a. Gasoline credit cards may only be used to refuel assigned vehicles under the conditions listed in these regulations.
- b. Employees are prohibited from using district gasoline credit cards to refuel personal vehicles.
- c. District vehicles may be fueled at Xtra Mart stations with authorized WEX credit cards.
- d. Authorized WEX card users will be given a security code needed for card use. Authorized users shall not reveal their security code to anyone and shall not keep a written record of the code with the card or in the vehicle.
- e. Gasoline credit cards shall be kept in the vehicles, which shall be locked when unoccupied or unattended.
- f. The following positions may be authorized by the Superintendent or his/her designee to use district gasoline credit cards: Drivers, Transportation Coordinator, Mechanic and Facility Supervisor.

#### **2. District Visa**

- a. A district Visa card shall be issued to the Finance employee and to the Superintendent of Schools.
- b. As the district Visa must be obtained under the personal social security number and credit of the Finance employee, the Board of Education shall hold harmless the Finance employee and shall assume liability for payment of the district Visa. Notwithstanding the above, the Finance employee shall be responsible for any misuse or fraudulent transactions committed by the Finance employee.

- c. One district Visa shall be in the possession of the Superintendent of Schools. The other district Visa shall be held in the business office and shall be safeguarded by the Finance employee.
- d. The Finance employee shall be authorized to make approved purchases on behalf of the Principal, Principal's Secretary, Special Services Director, Special Services Secretary, Technology Administrator, Technology Administrator's Assistant, Facility Supervisor, Mechanic and Grants Representative.
- e. The Superintendent shall be responsible for card purchases in excess of his/her contractual allowance for conference attendance and professional development.
- f. If the Superintendent utilizes the district Visa for meals, he/she must provide receipts that clearly indicate the names of all persons attending the meal and the business purpose of the meeting.
- g. Purchases made on the Superintendent's card shall be reviewed by the Board of Education Secretary. Such review may occur after payment of the credit card statement when such payment is necessary to avoid interest or penalties.

### 3. Store-specific Cards

- a. Credit cards that can be used only with specific merchants or retail chains shall be held in the business office and safeguarded by the Finance employee unless such cards are in the possession of an authorized user. However, the Special Education teacher card shall be safeguarded by the Special Services Secretary when the card is not in possession of an authorized user.
- b. The process by which store-specific cards shall be used is as follows.
  - i. The employee needing to use such store-specific card shall retrieve the card from the business office or from the Special Services Office.
  - ii. Whenever an employee retrieves the card from the business office, such retrieval shall be logged in a log book.
  - iii. The employee shall physically go to the store with the store-specific card for the authorized purchase.
  - iv. The employee shall immediately return the store-specific card after completing the authorized purchase.

- v. Upon return of the store-specific card, the employee shall log the card's return in the log book along with a description of the authorized purchase and shall provide the itemized receipt(s) to the Finance department.
- c. During purchase requisition review, the Finance department will assess the amount of available credit and approve purchase orders only up to that amount.
- d. Authorized users shall be the Facility Supervisor, Superintendent's Secretary, Principal's Secretary, Special Services Secretary, and designated teachers.

#### **IV. Maximum Limits**

The following maximum limits shall apply to the use of district credit cards:

	<u>District Limit</u>	<u>Single Purchase Limit</u>
Gasoline Credit Cards	\$5,000	\$75
District Visa	\$10,000	\$10,000
Superintendent's Card	\$1,500	\$1,500
Store-specific cards	\$5,000	Available credit as confirmed by Finance and authorized by p.o.

#### **V. Auditing and Documentation**

1. The Superintendent, Finance department and individual credit card holders are responsible for maintaining adequate documentation supporting all credit card purchases.
2. Documentation submitted for each purchase on a district credit card shall include:
  - Purchase requisitions, signed by the supervising administrator
  - Packing slips (for goods received)
  - Copies of order forms or on-line "carts," when available
  - Original cashier receipts or vendor invoices, including confirmations of orders for internet or phone purchases
  - User logs, when available
  - Itemized receipts
3. In the event that the receipt does not contained an itemized detail of the item(s) purchased, the purchaser shall obtain a separate record detailing cost per item and with a total matching the amount of the charge receipt, and shall attach that record to the charge receipt.



4. Transactions for which no detailed record is provided will be presumed to be personal purchases and may result in the purchaser being subject to disciplinary action up to and including termination of employment, referral to law enforcement, wage garnishment, and/or civil remedies.
5. The Finance department and, with respect to the Superintendent's credit card, the Board of Education, shall be responsible for periodically auditing records to ensure that credit cards are used only by authorized users for appropriate district-related goods and services.

## **VI. Security of Credit Card Information**

1. Employees receiving a credit card shall be responsible for safeguarding the credit card at all times.
2. Authorized users shall not permit credit card numbers to be saved on websites or online accounts and shall not send the credit card number via fax.
3. Credit cards shall be kept in accessible, but secure, locations and account numbers on credit cards shall not be posted or left in conspicuous places.
4. Employees are responsible for immediately reporting lost or stolen credit cards to the Superintendent of Schools and the Finance department.
5. Upon request, employees must immediately return district-issued credit cards to the Superintendent's office. Additionally, employees must immediately return credit cards upon separation of employment with the district.

## **VII. Incorrect or Unauthorized Charges to District Credit Cards.**

1. Incorrect charges
  - a. An incorrect charge means that an item was authorized for purchase, however, the amount charged on the credit card by the vendor is different from the amount of the purchase order or the amount on the receipt or is a duplicate charge.
  - b. The procedure for handling an incorrect charge shall be to immediately alert the Finance department. The Finance employee shall contact the vendor promptly to request that the charges be rectified. If the Finance employee is unable to resolve the incorrect charge with the vendor, the Finance employee shall dispute the charge with the credit card company.
2. Unauthorized charges

- a. An unauthorized charge means a charge that an authorized cardholder did not make but that appears on the monthly statement or a charge that an authorized cardholder made without permission.
- b. The procedure for handling an unauthorized charge shall be to immediately alert the Finance department. The Finance employee shall immediately alert the credit card company that such a charge was not authorized and shall follow the credit card company's policy for compromised accounts.
- c. Whenever a charge appears on the credit card statement that was made by an authorized cardholder without permission, the Finance department and the Superintendent shall immediately investigate. Where an unauthorized charge appears on the statement for the Superintendent's card, the Board of Education shall investigate such charge.

**Legal References:**

Conn. Gen. Stat. § 10-248  
Conn. Gen. Stat. § 53a-119  
Conn. Gen. Stat. § 52-564  
Conn. Gen. Stat. § 31-51tt

Federal Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.

Approved by the Ashford Board of Education: **Tentative:**  
**Final:**  
**Revised:**