

Ashford Board of Education  
Ashford, Connecticut

Regular Meeting Agenda  
August 25, 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: 06/23/16; 07/21/16
5. Superintendent's Report
  - a. Review and Recap of BOE Retreat Meeting
  - b. Approval of BOE Retreat Special Meeting Minutes: 08/11/2016
6. Business Manager Report
  - a. Approval of Financial Reports though July 2016
  - b. FY 16 Audit Update
7. New Business
  - a. Staff Resignations
  - b. Staff Appointment
  - c. Decommission of Vehicle from Fleet Service
  - d. Discuss Board of Education Calendar Revision
  - e. Discussion of Superintendent Evaluation Instrument and Timeline
8. Old Business
  - a. Ashford Education Association Negotiations
  - b. CABA Convention
10. Next Meeting Date/Agenda Items
11. Non-Union Employee Negotiations (Executive Session/Action Anticipated)
12. 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.*

August 4, 2016



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## Effective July 1, 2016, School Districts Subject to New Requirements for Employee Background Checks

Previously, Conn. Gen. Stat. § 10-222c merely required school districts to make a documented good faith effort to contact previous employers of applicants to obtain “information and recommendations which may be relevant to the [applicant’s] fitness for employment” before hiring that applicant. As of July 1, 2016, however, local and regional boards of education, charter school governing councils, and interdistrict magnet school operators (collectively, “school districts”) are required to implement additional, more extensive background check procedures when hiring any applicant for employment in a position that would involve direct contact with students, including contracted positions. These new requirements are imposed by Section 2 of Public Act 16-67, which amended Conn. Gen. Stat. § 10-222c.

As described more fully below, the new background check procedures imposed by Public Act 16-67 require schools districts to request specific information from an applicant, from the applicant’s prior employers, and from the State Department of Education before hiring an applicant for a permanent position involving direct student contact. The new procedures further require that current and former employers respond to requests for information pursuant to the statute within a specified timeframe. Moreover, Public Act 16-67 permits school districts to hire an applicant for a position involving direct student contact on a temporary basis only, pending successful completion of the new background check process and review of the applicant’s employment history.

### **What information must school districts require from applicants?**

Prior to hiring any applicant for a position that would involve direct student contact, school districts must require that the applicant provide:

- the name and contact information of each current and former school district where the applicant worked, and any other employer if such employment involved contact with children;
- written authorization that:
  - o consents to the disclosure of certain required information and records from those current and former employers;
  - o consents to the disclosure of certain required information and records from the State Department of Education; and
  - o releases current and former employers and the State Department of Education from any liability that may arise from the disclosure or release of such information and

- records; and
- a written statement regarding whether the applicant has:
  - o been the subject of an abuse, neglect, or sexual assault investigation by a former employer, state agency, or municipal police department, unless the investigation concluded that all allegations were unsubstantiated;
  - o ever been disciplined, asked to resign, resigned, or otherwise separated from employment while an allegation of abuse, neglect, or sexual misconduct was pending or under investigation, because an allegation of abuse, neglect, or sexual misconduct was substantiated, or because the applicant was convicted of abuse, neglect, or sexual misconduct; or
  - o has ever had a professional or occupational license or certificate suspended or revoked, or has ever surrendered such a license or certificate, while an allegation of abuse, neglect, or sexual misconduct was pending or under investigation because an allegation of abuse, neglect, or sexual misconduct was substantiated, or because the applicant was convicted of abuse, neglect, or sexual misconduct.

### **What must school districts do under the new background check process?**

First, school districts must conduct a review of the applicant's employment history by contacting the current and former employers disclosed by the applicant. Such review must be conducted telephonically or through written communication, but in either case, school districts must use the form developed by the State Department of Education, which requires current and former employers to answer three specific questions concerning allegations against the applicant of abuse, neglect, and sexual misconduct. The State Department of Education's form can be sent directly to current and former employers for completion. School districts that receive requests for information pursuant to the statute must respond within five business days of receiving the request.

Second, school districts must make a "documented good faith effort" to contact the current and former employers disclosed by the applicant in order to obtain "information and recommendations which may be relevant to the applicant's fitness for employment." The statute now defines "documented good faith effort" to mean three telephonic requests made on three separate days. This is the same inquiry that school districts were required to make under the previous version of the statute, and it is distinct from the employment background check described above that school districts must conduct using the State Department of Education's form.

Third, school districts must request information from the State Department of Education concerning (1) the eligibility status for employment of any applicant for a position requiring a certificate, authorization, or permit; (2) whether the department has knowledge that a finding has been substantiated by the Department of Children and Families of abuse or neglect or of sexual misconduct against the applicant, and any information concerning such a finding; and (3) whether the department has received notification that the applicant has been convicted of a crime, or of criminal charges pending against the applicant, and any information concerning such charges.

The statute, as amended, applies to substitute teachers and contractors as well as to regular employees. With respect to substitute teachers, the statute requires that the school district

determine who is employable as a substitute teacher, maintain a list of such persons, and hire substitute teachers only from that list. A substitute teacher may remain on the list as long as he or she is continuously employed (i.e., employed at least one day of each school year) by the school district as a substitute teacher, provided the school district has no knowledge of a reason why the substitute should be removed from the list, and provided further that the substitute is subjected to a state and national criminal history records check at least once every five years. With respect to contractors, the statute requires that the contractor -- rather than the school district -- follow the procedures regarding applicant background checks for any employee with such contractor who would be in a position in the school district involving direct student contact. The State Department of Education created a form for use by contractors, which school districts must provide to the contractor if the district is seeking to hire the contractor's employee(s).

### **When may school districts offer employment to applicants for positions involving direct student contact?**

School districts may employ or contract with an applicant only on a temporary basis for a period not to exceed ninety days pending the district's review of the applicant's employment history, provided that:

- the applicant provided the information required by statute (described above);
- the school district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the school district; and
- the applicant affirms that the applicant is not disqualified from employment with the school district.

Only after the school district has conducted the employment history review required by statute and confirmed that the applicant is not disqualified from employment on the basis of that review may the district offer the applicant a permanent position.

### **When must (or may) school districts deny employment to an applicant?**

Under the amended statute, school districts must not hire an applicant for employment involving direct contact with students if the applicant:

- does not provide the information required by statute (described above); or
- has had any previous employment contract terminated by a school district or who resigned from such employment, if such person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a (mandated reporting statute), when an allegation of abuse or neglect or sexual assault has been substantiated.

In addition, if an applicant knowingly provides false information or knowingly fails to disclose the information required by statute, the applicant will be subject to discipline by the school district, which discipline may include (1) denial of employment or (2) termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151.



In light of the amendments to Conn. Gen. Stat. § 10-222c, we recommend that school districts review and amend existing hiring policies and procedures to ensure compliance with the amended statute.

To assist school districts in conforming their policies and procedures with the new requirements, we have updated our model policy addressing employment checks to reflect the statutory changes. In addition, we have developed a series of forms that school districts may use in their hiring processes to facilitate compliance with Conn. Gen. Stat. § 10-222c. Our model forms reference and incorporate the forms developed by the State Department of Education, which are described above. In addition, we are in the process of developing an extensive hiring checklist which will include the procedures required by Conn. Gen. Stat. § 10-222c, as well as hiring procedures required by other statutes, such as state and national criminal history records checks and records checks of the Department of Children and Families child abuse and neglect registry. We believe school districts may find such a checklist useful given the ever-growing list of statutory requirements concerning the employee hiring process.

Please feel free to contact us if you have any questions regarding the new rules concerning employee background checks, or if you would like a copy of our revised forms and/or hiring checklist.

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**Series 4000**

**Personnel**

**EMPLOYMENT CHECKS**

~~Each~~As set forth below, each applicant for a position with the district shall be asked whether he/she has ever been convicted of a crime, whether there are any criminal charges pending against him/her ~~at the time of application~~, and whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”). *[Optional language: If the applicant’s current or most recent employment occurred out of state, the applicant will also be asked whether he/she is included on an equivalent database and/or abuse/neglect registry maintained in that other state].\** Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below.

*[\*Note: This language is optional, as out-of-state registry checks are not required under Connecticut law. However, given that the intent of state law is to ensure access to all relevant background information, we have included this provision should districts wish to require this additional information.]*

I. Employment History Check Procedures

A. The district shall not offer employment to an application for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the district:

1. Requiring the applicant:

a. to list the name, address, and telephone number of each current or former employer of the applicant, if such current or former employer was a local or regional board of education, council or operator or if such employment otherwise caused the applicant to have contact with children;

b. to submit a written authorization that

(i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,

(ii) consents to and authorizes disclosure by the Department of Education of the information requested under paragraph I.A.3 of this policy and the release of related records by the department, and

(iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and

c. to submit a written statement of whether the applicant

(i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,

(ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g or abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or

(iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;

2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department of Education, which shall request the following:

a. the dates employment of the applicant, and

b. a statement as to whether the employer has knowledge that the applicant:

(i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;

(ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or



(iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the district receives a request for such information about an employee or former employee, the district shall respond with such information. The district may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (f), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department of Education concerning:

- a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
- b. whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
- c. whether the Department of Education has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

B. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, if the district receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of Education of such information.

C. The district shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.

D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) days, pending the district's review of information received under this section, provided:

- 1. The applicant complied with paragraph I.A.1 of this policy;
- 2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and



3. The applicant affirms that the applicant is not disqualified from employment with the district.
- E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
  2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
  3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.
- F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A of this policy. The district shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher as described in paragraph III.B.2 of this policy, provided the district does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a. and I.A.1.c. of this policy and a written authorization under paragraph I.A.1.b. of this policy. Such contractor shall contact any current or former employer of such employee that was a local or regional board of education, council, or operator or if such employment caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the district, either telephonically or through written communication. If the district receives such information, it shall determine whether such employee may work in a position involving direct student contact at any school in the district. No determination by the district that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.

- H. Any applicant who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the district that may include
1. denial of employment, or
  2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151.
- I. If the district provides information in accordance with paragraph I.A.2. or I.G. of this policy, the district shall be immune from criminal and civil liability, provided the district did not knowingly supply false information.
- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (f) of Conn. Gen. Stat. § 31-51i, the district shall provide, upon request by another local or regional board of education, governing council of a state or local charter school or interdistrict magnet school operator for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G. of this policy or to the Commissioner of Education pursuant to paragraph I.B. of this policy any information that the district has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.
- K. For the purposes of this policy:
1. “Sexual misconduct means” any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student
- A. ~~Reference Checking Procedures~~
2. “Abuse or neglect” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).
- L. Prior to ~~hiring any person~~ offering employment to an applicant, the district shall make a documented good faith effort to contact ~~previous employers of the applicant~~ each current and any former employer of the applicant that was a local or regional board of education, governing council of a state or local charter school or interdistrict magnet school operator or if such employment otherwise caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant’s fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.

M. The district shall not offer employment to any applicant who had any previous employment contract terminated by a board of education, governing council of a state or local charter school or interdistrict magnet school operator, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

## **BII.** DCF Registry Checks

Prior to hiring any person for a position ~~requiring a certificate, authorization or permit issued by the State Board of Education~~with the district, the district shall require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.

~~Prior to hiring any person for any position, including one that does not require a certificate, authorization or permit issued by the State Board of Education, the district shall also require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.~~

***[Optional: For any applicant whose current or most recent employment occurred out of state, the district shall request that the applicant provide the district with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.]***

The district shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) days from the date of employment. Registry checks will be processed according to the following procedure:

- ~~1)A.~~ No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.
- ~~2)B.~~ If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- ~~3)C.~~ Upon receipt of Registry or out ~~of~~ state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.

- ~~4~~D. If notification is received by the Superintendent or designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.

### ~~E~~III. Criminal Records Check Procedure

A. Each person hired by the district shall be required to submit to state and national criminal record checks within thirty (30) days from the date of employment. Each worker placed within a school under a public assistance employment program, ~~or~~ employed by a provider of supplemental services pursuant to the No Child Left Behind Act, or in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate, who performs a service involving direct student contact shall also be required to submit to state and national criminal record checks within thirty (30) days from the date such worker begins to perform such service. Record checks will be processed according to the following procedure:\*

- ~~1~~1. No later than ~~ten~~five (~~10~~5) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will ~~supply~~provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the \_\_\_\_\_ **[insert name of applicable law enforcement agency]**. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.
- ~~2~~2. No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the \_\_\_\_\_ **[insert name of applicable law enforcement agency]**. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- ~~3~~3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
- ~~4~~4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in

writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected/employee will challenge his/her criminal history record check. Upon written notification to the Superintendent or his/her designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or his/her designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.

- ~~5~~5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

6. Notwithstanding anything in Paragraph E of Section III of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in Paragraph D of Section III of this Policy, above.

#### B. Criminal Records Check for Substitute Teachers:

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district, provided a substitute teacher is subjected to such checks at least once every five years.

#### ~~D~~IV. Sex Offender Registry Checks

School district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee. Registration as a sexual offender constitutes grounds for denial of employment opportunities.

#### ~~E~~V. Credit Checks

The district may also ask a prospective employee for a credit report for employment for certain district positions, where the district's receipt of a credit report is substantially related to the employee's potential job. Substantially related is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated." Prior to asking for a credit report, the district will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the district; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the district, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or district debit or credit card; or (5) involve access to the district's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the district will provide written notification to prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the district may use the information in the consumer credit report to make decisions related to the individual's employment.

The district will obtain consent before performing the credit or other background checks. If the district intends to take an action adverse to a potential employee based on the results of a credit report, the district must provide the prospective employee with a copy of the report on which the district relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The district will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the district's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) days.

#### ~~F~~VI. Notice of Conviction

If, at any time, the Board of Education receives notice of a conviction of a crime by (1) a person holding a certificate, authorization or permit issued by the State Board of Education, or (2) a person employed by a provider of supplemental services, the Board shall send such notice to the State Board of Education.

#### ~~G~~VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the Board of Education shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

## ~~H.~~ Substitute Teachers

~~A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:~~

- ~~1) If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.~~
- ~~2) If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district.~~

## ~~VIII.~~ Personal Online Accounts

For purposes of these Administrative Regulations, “personal online account” means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to, electronic mail, social media and retail-based Internet web sites. “Personal online account” does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the Board.

~~H)A.~~ During the course of an employment check, the Board may not:

- ~~(a)1.~~ request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing a personal online account;
- ~~(b)2.~~ request or require that an applicant authenticate or access a personal online account in the presence of the Board; or
- ~~(c)3.~~ require that an applicant invite a supervisor employed by the Board or accept an invitation from a supervisor employed by the Board to join a group affiliated with any personal online account of the applicant.

~~2)B.~~ The Board may request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing:

- ~~(a)1.~~ any account or service provided by Board or by virtue of the applicant’s employment relationship with the Board or that the applicant uses for the Board’s business purposes, or
- ~~(b)2.~~ any electronic communications device supplied or paid for, in whole or in part, by the Board.



~~3)C.~~ In accordance with applicable law, the Board maintains the right to require an applicant to allow the Board to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:

~~(a)1.~~ conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or

~~(b)2.~~ conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the Board's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

~~JIX.~~ Policy Inapplicable to ~~Operators of School Transportation Vehicles and~~ Students Employed by the School District

~~1) This policy shall not apply to an operator of a school transportation vehicle who is already required to submit to a criminal history records check pursuant to Connecticut General Statutes § 14-44 (d).~~

~~2)A.~~ This policy shall also not apply to a student employed by the local or regional school district in which the student attends school.

~~KX.~~ Falsification of Records.

~~The~~Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

*[\* Note: This is a sample policy designed to provide compliance with the provisions of Connecticut General Statutes §§ 10-221d and 10-222c. Individual boards of education may wish to treat certain aspects of this policy differently. For example, a board of education may wish to do the required fingerprinting on-site, using board personnel. Also, a board of education may request a regional educational service center to arrange the taking and forwarding of the fingerprints, with the direction to provide the board of education with the results of the criminal history records checks.]*

~~§ 10-221d (d)(3) emphasizes that a board of education has discretion to require any person that the board employs as a teacher for a non-credit adult class or adult education activity who is not obliged to hold a teaching certificate pursuant to Connecticut General Statutes § 10-145b for his/her position, to submit to state and national criminal history records check.~~

Legal References: Conn. Gen. Stat. § 10-221d. ~~Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal.~~212.

Conn. Gen. Stat. § 10-~~212. School nurses and nurse practitioners~~221d.

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act ~~15-6, “An Act Concerning Employee Online Privacy”~~16-67, “An Act Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Education Settings and the Exclusion of a Minor’s Name from Summary Process Complaints.”

No Child Left Behind Act of 2001, Public Law 107-110

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

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

6/24/2016

## Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice<sup>1</sup> that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.<sup>2</sup>

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

<u><b>Connecticut Records:</b></u> <u><b>Department of Emergency Services and Public Protection</b></u> <u><b>State Police Bureau of Identification (SPBI)</b></u> <u><b>1111 Country Club Road</b></u> <u><b>Middletown, CT 06457</b></u> <u><b>860-685-8480</b></u>	<u><b>Out-of-State Records:</b></u> <u><b>Agency of Record</b></u> <u><b>OR</b></u> <u><b>FBI CJIS Division-Summary Request</b></u> <u><b>1000 Custer Hollow Road</b></u> <u><b>Clarksburg, West Virginia 26306</b></u>
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If you need additional information or assistance, contact:

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

## **Noncriminal Justice Applicant's Privacy Rights**

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>3</sup> by \_\_\_\_\_ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>4</sup>
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>5</sup>
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

**Connecticut Records:**  
**Department of Emergency Services and Public Protection**  
**State Police Bureau of Identification (SPBI)**  
**1111 Country Club Road**  
**Middletown, CT 06457**  
**860-685-8480**

**Out-of-State Records:**  
**Agency of Record**  
**OR**  
**FBI CJIS Division-Summary Request**  
**1000 Custer Hollow Road**  
**Clarksburg, West Virginia 26306**

- If you need additional information or assistance, please contact:

<sup>3</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>4</sup> See 28 CFR 50.12(b).

<sup>5</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Federal Bureau of Investigation  
United States Department of Justice  
Privacy Act Statement

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Social Security Account Number (SSAN).** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**Additional Information:** The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

9/28/15

***“Citizens Dedicated to the Children of Ashford”***

I often write to you about our dedicated teachers, administrators, and other staff, as the reason that Ashford School is such a dynamic learning environment. Their dedication to the children of Ashford is unquestionable. I have also devoted articles to the importance of the parents who volunteer in classrooms, serve on committees, join the PTO, and in so many other ways help us on a daily basis, without whom it would be impossible to do many of the special things that we do.

Today, I want to recognize the citizen volunteers that serve on our Board of Education. Devoting two long evenings a month to meetings, and many hours of preparation in between. Those citizens who volunteer to serve on the Ashford Board of Education dedicate a great deal of time and energy serving the children of Ashford. There is no salary associated with being on a Board of Education; their reward is a better school for all students and the community. Serving as a Board of Education member is how citizens can serve their community in a way that is devoted primarily to children.

Why would I spend time highlighting the Board of Education? For several reasons....first, the leadership provided by the Board members is extremely valuable to those of us whose job it is to deliver the best education possible to the students of Ashford. Second, the Board members provide a terrific connection to the community. Board members are residents who not only serve on the Board, but also are concerned about their community, and therefore provide a valuable localized perspective. Third, I hope that once you understand how important the role of the citizen volunteer is, it will inspire you to see how you might get involved, and use your own skills and knowledge as a means of making Ashford School a better place for children to learn.

Another reason for choosing this topic for this month's article is because on the evening of August 11<sup>th</sup>, the Ashford Board of Education held its *Annual Summer Leadership Retreat*. An annual event that is comprised of several hours of planning and decision-making devoted to making Ashford School a better and more efficient learning environment. To prepare for this retreat, Board members received nearly a hundred pages of material to study.

This year's agenda focused on these topics:

- An opportunity for members of the public to speak;
- Creation of goals for the 2016-2017 academic year;
- Review the current status of the curriculum, instruction, and staffing through reports from the school administrative team;
- Refinement of our three-year plan for school improvement;
- Development of a long-term plan for capital investment in the school building and grounds.

There are hundreds of possibilities associated with this list of tasks, but the Board was charged with developing priorities and planning the best path forward while considering the both needs of our students and costs to our community.

As a result of the dialogue at this year's retreat, the Board goals for the coming year embrace improving curriculum and instruction, improving communication, providing training for all staff members, and providing the best learning environment Ashford can afford. The revised long-term Three-Year Plan addresses the development of school programs such as our S.T.E.A.M initiative and S.T.R.I.V.E. Gifted and Talented program, Robotics, Enrichment programs, after school clubs, curriculum focus on improving writing performance, professional development for all employees, and ways to make Ashford School a better learning environment. The revised Capital investment priorities are targeted for maintaining the facility to protect Ashford's largest property investment by way of remodeling classroom space, adding improvements to ceilings and floors, and many other major improvements in the building and the grounds to make the facility more efficient and safe.

As Superintendent, I participate in this process as a facilitator and advisor. However, the citizen volunteers of the Board of Education carry out the primary decision-making through their leadership and policy-making responsibilities. At this retreat, they debated many possibilities, and ultimately put together a plan that is designed to most efficiently serve the students and the community. The discussion was lively and the debate spirited. Ultimately the best interests of the children of Ashford are served through determined and dedicated leadership.

I have always been impressed with the amount of time and energy that a Board of Education expends serving both students and community, and how such a diverse group can come together and represent education so effectively. Each member of the Board brings a very different set of skills and abilities to the process. It is that diversity of experience and training that makes the Board so effective. You can find the Board Retreat minutes on the Ashford School website, and you can see the decision-making in action by visiting the school.

The Ashford Board of Education meets the first and third Thursday evening of most every month, at Ashford School, in the conference room next to the administrative offices. Meetings normally begin at 7:30 pm. Every meeting opens with an opportunity for members of the public to speak. I invite you to attend a meeting, and/or participate as often as you can. The Ashford School website also contains their meeting minutes and a lot of other important information. You might also note that the meetings from November through March are partially devoted to development of the next year's school budget. You might want to join us for some of these meetings, as spending priorities are established, and the bottom line is determined. At the very least, I hope that this article helps you to better understand what the volunteers on the Ashford Board of Education do to contribute to making Ashford School one of the best schools in this part of the state, and inspires you to take a closer look.



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

**Budget 2016-17**

The current unencumbered balance is a surplus of \$2,623,862. We are currently in the process of encumbering projected payroll and benefits amounts for the year, though this analysis cannot be reviewed or finalized until the new hire process is completed and new employees have selected benefits levels. Other large commitments, such as outplacement tuition and transportation are typically encumbered near the beginning of the school year when costs can be predicted with some certainty.

Darcy Morgan has been successful creating purchase orders on the financial system this year. Not only does this provide an unprecedented level of accounting control, it is also proving to be less labor-intensive.

**Bicknell Trust Scholarship Fund**

During the two years I have been involved with closing the financial books in Ashford, I have seen a trend with the Bicknell Scholarships that might not be sustainable in the long run. I recommend that the Board consider instituting a standard approach to determining the annual Bicknell Scholarship pool.

Attached are 3 schedules I have prepared for the Bicknell Fund:

1. Change in Net Assets (Income Statement) 14-15 and 15-16
2. Comparative Balance Sheets 14-15 and 15-16
3. Draw example

For the past two years the change in net assets has been negative. In addition to the fees paid in these years, the Trust requires a triennial Probate Fee, which is due next year. In 2013-14 that fee was \$265.

The top half of the balance sheets show how much exists in the fund's cash and investments. The bottom shows the liability (Due to Student Activity), which reflects the timing of scholarships paid from Student Activity Funds and reimbursed from Bicknell (usually in July) and the Fund Balance, which should be our main focus. The Fund Balance is divided into Permanently Restricted Net Assets (the "corpus" or principal) which, to my understanding of the Trust, is meant to not be touched. The Unrestricted Net Assets shows the cumulative effects of investment returns, expenses and scholarship awards since inception. If we continue current trends for long enough, the Unrestricted Net Assets will become sufficiently negative as to, in effect, cause invasion of the Trust corpus.

One hopes that market returns on funds such as these are positive. In some years, of course, they are not. One technique that institutions use to smooth the effects of market gyrations is to establish a "draw" percentage, based on a moving average. Draw percentages frequently range from 4% to 4.5%. I have given an example of how this might work, using a 5 year average and rounded to the nearest \$100. These amounts are not dramatically different than the amount of scholarships that have been awarded in the past two years. This approach is, however, self-regulating and both removes the temptation to award extraordinary scholarships in bull markets and ensures that the fund will remain viable in perpetuity.

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

None made this month or this year.

Ashford Board of Education  
2016-17 Budget  
Status as of July 31, 2016

<u>Object/Account Description</u>	<u>Actual 14- 15</u>	<u>Actual 15- 16</u>	<u>Adjusted Budget 16-17</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Certified Staff	2,819,546	2,919,572	2,998,986	15,101	2,949,616	\$ 34,270	1.1%
Non-Certified Staff	1,374,337	1,442,961	1,497,719	17,317	725,660	\$ 754,742	50.4%
Insurance	1,083,642	1,053,525	1,126,229	16,906	590,004	\$ 519,319	46.1%
Other Insurances	311,366	399,869	463,828	15,620	176,671	\$ 271,537	58.5%
Instructional Improvement	40,649	50,136	44,500	0	0	\$ 44,500	100.0%
Professional Services	199,015	223,493	257,506	1,008	7,227	\$ 249,271	96.8%
Utilities	61,305	65,600	67,396	4,435	61,165	\$ 1,796	2.7%
Maintenance	117,644	158,524	99,159	1,683	8,626	\$ 88,850	89.6%
Equipment Maintenance	1,821	2,968	4,567	0	0	\$ 4,567	100.0%
Liability Insurance	44,965	32,252	40,226	12,354	34,766	\$ (6,894)	-17.1%
Transportation	51,792	31,536	53,285	0	0	\$ 53,285	100.0%
Communication	13,191	13,101	14,004	406	4,494	\$ 9,104	65.0%
Outside Services	391,360	350,993	320,739	2,160	0	\$ 318,579	99.3%
Purchased Services	42,837	50,348	22,600	705	0	\$ 21,895	96.9%
Supplies	162,754	133,519	159,086	338	0	\$ 158,749	99.8%
Fuel, Heating	107,568	103,818	67,494	45,680	19,577	\$ 2,237	3.3%
Fuel, Transportation	44,556	40,901	31,481	45,564	20,937	\$ (35,020)	-111.2%
Textbooks	17,648	8,695	6,727	0	0	\$ 6,727	100.0%
Library Books	728	0	4,000	(20)	0	\$ 4,020	100.5%
Equipment	316,329	279,177	81,236	3,141	0	\$ 78,095	96.1%
Dues & Fees	36,590	30,597	29,872	1,137	0	\$ 28,735	96.2%
Audit Adjustments	0	0	15,500	0	0	\$ 15,500	100.0%
Total Objects Summary	7,239,645	7,391,588	7,406,140	183,535	4,598,743	2,623,862	35.4%

Ashford Board of Education  
2016-17 Budget  
Status as of July 31, 2016

<u>Object/Account Description</u>	<u>Actual 14- 15</u>	<u>Actual 15- 16</u>	<u>Adjusted Budget 16-17</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Elementary Certified Staff	894,430	929,378	971,679	0	976,287	\$ (4,608)	-0.5%
ARRA Stabilization Elemtry Staff	0	0	0	0	0	\$ -	
Middle School Certified Staff	688,353	746,773	691,955	0	648,097	\$ 43,858	6.3%
ARRA Stabilization Middle Staff	0	0	0	0	0	\$ -	
Remedial Certified Staff	0	0	0	0	0	\$ -	
Art Certified Staff	76,307	44,309	45,392	0	45,392	\$ -	0.0%
Music Certified Staff	94,967	98,645	102,406	0	101,523	\$ 883	0.9%
World Language Certified Staff	142,427	146,553	150,202	0	150,202	\$ -	0.0%
Enrichment Certified Staff	0	0	0	0	0	\$ -	
Phys Ed/Health Certified Staff	119,392	90,551	73,914	0	93,914	\$ (20,000)	-27.1%
ARRA Stabilization PE Staff	0	0	0	0	0	\$ -	
Coaches	16,357	18,555	18,208	0	18,208	\$ -	0.0%
Program Advisors	5,719	8,457	14,592	0	15,690	\$ (1,098)	-7.5%
Prog Directors & Coordinators	4,404	6,599	9,660	0	9,660	\$ -	0.0%
SpEd Certified Staff	100,890	116,207	122,394	0	122,394	\$ -	0.0%
Remedial Certified Staff	127,854	130,984	134,429	0	134,429	\$ -	0.0%
Psychologist Certified Staff	122,992	95,717	98,380	0	98,380	\$ -	0.0%
Enrichment Certified Staff	45,208	48,247	50,202	0	50,202	\$ -	0.0%
Speech Certified Staff	56,309	58,351	61,080	0	61,080	\$ -	0.0%
Behavior Interven. Cert Staff		0	60,967	0	44,309	\$ 16,658	27.3%
Superintendent	68,924	73,386	73,474	2,832	73,277	\$ (2,635)	-3.6%
Principal	123,137	126,490	130,249	5,013	125,235	\$ 0	0.0%
Special Ed Director	47,107	98,370	101,303	3,917	97,875	\$ (489)	-0.5%
Assistant Principal	84,770	82,000	88,500	3,338	83,462	\$ 1,700	1.9%
Curriculum Director	0	0	0	0	0	\$ -	
<b>TOTAL Certified Staff</b>	<b>2,819,546</b>	<b>2,919,572</b>	<b>2,998,986</b>	<b>15,101</b>	<b>2,949,616</b>	<b>34,270</b>	<b>1.1%</b>
Regular Ed Paraprofessional	124,873	106,275	134,693	0	137,729	\$ (3,036)	-2.3%
Library Paraprofessional	24,250	25,789	0	0	0	\$ -	
Library Consultant	0	0	0	0	0	\$ -	
Athletic Officials	3,844	3,720	4,600	0	0	\$ 4,600	100.0%
Extracurricular	1,089	12,904	2,036	0	2,036	\$ -	0.0%
After Sch Activities Transport	2,552	5,945	2,804	0	2,804	\$ -	0.0%
Event Chaperones	1,512	1,008	1,764	0	1,764	\$ -	0.0%
Nursing Staff	60,514	60,766	63,513	2,241	61,272	\$ -	0.0%
Sp Ed Drivers		0	0	0	0	\$ -	
SpEd Paraprofessional	295,015	314,450	355,393	0	124,964	\$ 230,429	64.8%
SpEd Substitutes	43,575	14,155	20,400	0	0	\$ 20,400	100.0%
Business Manager	1,642	40,813	36,340	0	0	\$ 36,340	100.0%
Bookkeeper	107,531	112,489	115,864	4,456	111,408	\$ (0)	0.0%
Superintendent's Secretary	53,508	54,980	56,628	2,178	54,450	\$ -	0.0%
Principal's Secretary	52,937	55,499	61,739	1,675	60,064	\$ -	0.0%
Substitute Teachers/Paras	50,578	35,817	61,200	0	0	\$ 61,200	100.0%
Special Ed Secretary	35,380	36,353	37,444	1,440	36,004	\$ -	0.0%
Sub calling stipend	3,000	3,000	3,000	0	0	\$ 3,000	100.0%
BOE Meeting Minutes Stipend	1,000	1,000	1,000	0	0	\$ 1,000	100.0%
Custodians	185,334	208,251	200,559	0	0	\$ 200,559	100.0%
Summer Custodians	4,182	5,646	3,520	0	0	\$ 3,520	100.0%
Custodian Substitutes	9,481	2,288	4,126	0	0	\$ 4,126	100.0%
Emergency OT	0	1,000	1,000	0	0	\$ 1,000	100.0%
Community	1,241	0	500	0	0	\$ 500	100.0%



Ashford Board of Education  
2016-17 Budget  
Status as of July 31, 2016

<u>Object/Account Description</u>	<u>Actual 14- 15</u>	<u>Actual 15- 16</u>	<u>Adjusted Budget 16-17</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Drivers	124,032	157,725	138,434	0	0	\$ 138,434	100.0%
Transportation Coordinator	9,604	14,558	19,184	0	0	\$ 19,184	100.0%
Mechanic	46,330	43,540	44,874	2,157	53,935	\$ (11,218)	-25.0%
Driver Sick/Personal Leave	18,807	7,306	7,464	0	0	\$ 7,464	100.0%
Class Trip Transportation	6,943	8,390	11,200	0	0	\$ 11,200	100.0%
Technology Paraprofessional	26,684	27,494	26,040	0	0	\$ 26,040	100.0%
Technology Consultant	78,900	81,800	82,400	3,169	79,231	\$ -	0.0%
<b>TOTAL Non-Certified Staff</b>	<b>1,374,337</b>	<b>1,442,961</b>	<b>1,497,719</b>	<b>17,317</b>	<b>725,660</b>	<b>754,742</b>	<b>50.4%</b>
Medical/Dental Insurance	1,005,269	990,883	1,058,375	0	532,514	\$ 525,861	49.7%
Group Life Insurance	8,760	8,425	10,028	0	6,773	\$ 3,255	32.5%
Workers Compensation Insurance	69,613	54,216	57,826	16,906	50,717	\$ (9,796)	-16.9%
<b>TOTAL Insurance</b>	<b>1,083,642</b>	<b>1,053,525</b>	<b>1,126,229</b>	<b>16,906</b>	<b>590,004</b>	<b>519,319</b>	<b>46.1%</b>
Social Security/Medicare Costs	154,078	162,171	166,852	1,138	48,563	\$ 117,151	70.2%
Non-Certified Retirement Costs	26,061	37,420	61,845	782	0	\$ 61,063	98.7%
Non-Certified Other Benefits	25,964	78,238	71,800	9,000	0	\$ 62,800	87.5%
Unemployment Compensation Cost	353	7,202	27,926	0	0	\$ 27,926	100.0%
Cert Retirement Healthcare	23,996	22,906	39,305	(1,650)	47,395	\$ (6,440)	-16.4%
Certified Other Benefits	80,913	91,932	96,100	6,351	80,712	\$ 9,037	9.4%
<b>TOTAL Other Insurances</b>	<b>311,366</b>	<b>399,869</b>	<b>463,828</b>	<b>15,620</b>	<b>176,671</b>	<b>271,537</b>	<b>58.5%</b>
Workshop Sub Pay	2,448	1,235	3,000	0	0	\$ 3,000	100.0%
Teacher Workshops (AEA)	5,135	8,897	8,000	0	0	\$ 8,000	100.0%
Curriculum Development	19,080	21,837	16,000	0	0	\$ 16,000	100.0%
District Professional Dev Days	2,812	2,463	2,500	0	0	\$ 2,500	100.0%
CT TEAM Mentor	679	1,184	0	0	0	\$ -	
AEA Tuition Reimbursement	10,000	9,520	10,000	0	0	\$ 10,000	100.0%
MEUI Tuition Reimbursement	495	5,000	5,000	0	0	\$ 5,000	100.0%
<b>TOTAL Instructional Improvement</b>	<b>40,649</b>	<b>50,136</b>	<b>44,500</b>	<b>0</b>	<b>0</b>	<b>44,500</b>	<b>100.0%</b>
Athletic Officials		0	0	0	0	\$ -	
Speech Outsourced	35,864	39,441	50,888	0	0	\$ 50,888	100.0%
Training Seminars	4,270	3,098	8,554	0	0	\$ 8,554	100.0%
OT Outsourced	57,522	57,860	59,596	0	0	\$ 59,596	100.0%
Evaluations Outsourced	6,100	9,130	11,450	0	0	\$ 11,450	100.0%
Physical Therapy Outsourced	5,945	12,000	22,050	0	0	\$ 22,050	100.0%
Behavioral Therapy Outsourced	44,720	40,004	42,500	0	0	\$ 42,500	100.0%
Assistive Technology/ACC	0	52	2,087	0	0	\$ 2,087	100.0%
Pre-K Screening	0	384	0	0	0	\$ -	
Legal	6,746	13,868	20,000	0	0	\$ 20,000	100.0%
Audit	16,250	16,150	16,250	0	0	\$ 16,250	100.0%
Data Processing	14,836	11,407	13,723	1,008	7,227	\$ 5,488	40.0%
Consultant	6,750	20,100	10,000	0	0	\$ 10,000	100.0%
Volunteer Screening	12	0	408	0	0	\$ 408	100.0%
<b>TOTAL Professional Services</b>	<b>199,015</b>	<b>223,493</b>	<b>257,506</b>	<b>1,008</b>	<b>7,227</b>	<b>249,271</b>	<b>96.8%</b>
Plant Utilities	61,305	65,600	67,396	4,435	61,165	\$ 1,796	2.7%
<b>TOTAL Utilities</b>	<b>61,305</b>	<b>65,600</b>	<b>67,396</b>	<b>4,435</b>	<b>61,165</b>	<b>1,796</b>	<b>2.7%</b>
Spec Ed Equip Maintenance	1,590	557	2,000	0	0	\$ 2,000	100.0%
Administrative Equipment Maint	625	39	758	0	0	\$ 758	100.0%

Ashford Board of Education  
2016-17 Budget  
Status as of July 31, 2016

<u>Object/Account Description</u>	<u>Actual 14- 15</u>	<u>Actual 15- 16</u>	<u>Adjusted Budget 16-17</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Rubbish Removal	7,288	7,479	7,537	611	6,716	\$ 210	2.8%
Asbestos Monitoring	1,382	0	550	0	0	\$ 550	100.0%
Water	22,158	15,881	17,438	20	375	\$ 17,043	97.7%
General Maintenance & Repairs	38,118	62,146	20,000	195	0	\$ 19,805	99.0%
Sanitary System	3,000	3,140	3,000	0	0	\$ 3,000	100.0%
Fire Equipment	4,500	4,484	4,977	858	1,535	\$ 2,585	51.9%
Generator Maintenance	3,592	1,169	3,868	0	0	\$ 3,868	100.0%
Boiler	17,420	15,599	13,718	0	0	\$ 13,718	100.0%
Grounds Upkeep	5,942	12,199	7,644	0	0	\$ 7,644	100.0%
Painting	545	2,667	1,964	0	0	\$ 1,964	100.0%
Floor Covering	6,539	16,820	6,560	0	0	\$ 6,560	100.0%
Roof Maintenance	1,745	1,800	3,595	0	0	\$ 3,595	100.0%
Radon Testing	0	0	300	0	0	\$ 300	100.0%
HVAC Maintenance	3,200	14,543	5,250	0	0	\$ 5,250	100.0%
TOTAL Maintenance	117,644	158,524	99,159	1,683	8,626	88,850	89.6%
Music Instrument Maintenance	644	455	570	0	0	\$ 570	100.0%
Audio Visual Equipment Maint	0	0	0	0	0	\$ -	
Tech Equip Maint	1,177	2,513	3,997	0	0	\$ 3,997	100.0%
TOTAL Equipment Maintenance	1,821	2,968	4,567	0	0	4,567	100.0%
Student Accident Insurance	1,065	1,065	1,097	1,015	0	\$ 82	7.5%
Plant Insurance	26,498	20,416	25,524	5,669	17,758	\$ 2,097	8.2%
Transportation Insurance	17,402	10,771	13,605	5,669	17,008	\$ (9,072)	-66.7%
TOTAL Liability Insurance	44,965	32,252	40,226	12,354	34,766	(6,894)	-17.1%
SpEd Transportation	51,697	31,484	53,203	0	0	\$ 53,203	100.0%
Class Trip Tolls & Parking	96	52	82	0	0	\$ 82	100.0%
TOTAL Transportation	51,792	31,536	53,285	0	0	53,285	100.0%
Telephone	7,490	7,310	9,143	406	4,494	\$ 4,243	46.4%
Postage	4,425	4,736	4,341	0	0	\$ 4,341	100.0%
Advertising	1,277	1,055	520	0	0	\$ 520	100.0%
TOTAL Communication	13,191	13,101	14,004	406	4,494	9,104	65.0%
Elem Out of District Tuition	0	0	0	0	0	\$ -	
RE Homebound Tutoring	0	0	0	0	0	\$ -	
MS Out of District Tuition	32,400	23,930	27,900	0	0	\$ 27,900	100.0%
After School Math Support	0	0	0	0	0	\$ -	
Outplacement Tuition	317,550	292,550	255,463	0	0	\$ 255,463	100.0%
Homebound Instruction/Tutoring	4,410	0	5,000	0	0	\$ 5,000	100.0%
Extended School Year	37,000	34,512	32,376	2,160	0	\$ 30,216	93.3%
After School Math Support	0	0	0	0	0	\$ -	
TOTAL Outside Services	391,360	350,993	320,739	2,160	0	318,579	99.3%
Contract Mileage	1,352	442	1,140	0	0	\$ 1,140	100.0%
Printing	824	192	1,016	0	0	\$ 1,016	100.0%
Fleet Maintenance	37,061	46,114	16,844	705	0	\$ 16,139	95.8%
Bus Facility Building Usage	3,600	3,600	3,600	0	0	\$ 3,600	100.0%
TOTAL Purchased Services	42,837	50,348	22,600	705	0	21,895	96.9%
Elementary General Supplies	6,620	5,274	7,920	0	0	\$ 7,920	100.0%



Ashford Board of Education  
2016-17 Budget  
Status as of July 31, 2016

<u>Object/Account Description</u>	<u>Actual 14- 15</u>	<u>Actual 15- 16</u>	<u>Adjusted Budget 16-17</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Elementary Reading Supplies	5,961	322	1,247	0	0	\$ 1,247	100.0%
Elementary Math Supplies	1,964	651	200	0	0	\$ 200	100.0%
Elementary Lang Arts Supplies	2,485	671	654	0	0	\$ 654	100.0%
Elementary Health Supplies	74	0	2,500	0	0	\$ 2,500	100.0%
Elementary Science Supplies	347	20	946	0	0	\$ 946	100.0%
Elem Social Studies Supplies	323	0	300	0	0	\$ 300	100.0%
Assessments	8,961	11,214	8,961	0	0	\$ 8,961	100.0%
Elementary Art Supplies	251	0	1,814	0	0	\$ 1,814	100.0%
Elem Horticulture		0	0	0	0	\$ -	
Middle School General Supplies	5,850	5,206	6,501	0	0	\$ 6,501	100.0%
Middle School LA Supplies	1,319	585	1,542	0	0	\$ 1,542	100.0%
Middle School Math Supplies	153	197	300	0	0	\$ 300	100.0%
Middle School Reading Supplies	274	152	300	0	0	\$ 300	100.0%
Middle School Science Supplies	5,036	1,290	5,720	0	0	\$ 5,720	100.0%
Middle School Social Stud Supp	419	102	400	0	0	\$ 400	100.0%
Middle School Testing Supplies	0	0	0	0	0	\$ -	
MS Horticulture		0	0	0	0	\$ -	
Art Supplies	2,976	2,290	4,000	0	0	\$ 4,000	100.0%
General Music Supplies	313	107	370	0	0	\$ 370	100.0%
Choral Supplies	3,400	460	248	0	0	\$ 248	100.0%
Band Supplies	3,565	1,115	1,918	0	0	\$ 1,918	100.0%
World Language Supplies	582	632	360	0	0	\$ 360	100.0%
Library Supplies	1,357	160	1,333	0	0	\$ 1,333	100.0%
Library Periodicals	837	785	785	0	0	\$ 785	100.0%
Library Non-Print Supplies	150	150	0	0	0	\$ -	
Phys Ed Supplies	3,937	1,031	200	0	0	\$ 200	100.0%
Health Supplies	631	186	200	0	0	\$ 200	100.0%
Graduation Supplies	1,093	903	414	0	0	\$ 414	100.0%
Athletic Supplies	6,472	2,072	2,600	0	0	\$ 2,600	100.0%
After School Activities Suppli	0	518	2,400	0	0	\$ 2,400	100.0%
SpEd Instructional Supplies	2,731	721	1,455	0	0	\$ 1,455	100.0%
Gifted Program Supplies	3,762	0	5,000	0	0	\$ 5,000	100.0%
CORR Life Skills Supplies	997	532	358	0	0	\$ 358	100.0%
Behavior Support Supplies	332	94	1,430	0	0	\$ 1,430	100.0%
Assessment Supplies	1,683	2,574	862	0	0	\$ 862	100.0%
Enrichment Supplies	3,957	10,196	5,000	0	0	\$ 5,000	100.0%
Medical Supplies	5,740	12,139	3,754	0	0	\$ 3,754	100.0%
ELL Supplies	0	0	0	0	0	\$ -	
SpEd Software/Supplies	783	6,724	8,622	0	0	\$ 8,622	100.0%
Administrative Office Supplies	6,664	3,372	2,134	338	0	\$ 1,797	84.2%
Report Cards	2,400	0	0	0	0	\$ -	
Copier Paper	7,757	3,815	7,747	0	0	\$ 7,747	100.0%
Plant Floor Supplies	10,752	4,115	6,650	0	0	\$ 6,650	100.0%
Plant Cleaning Supplies	1,643	2,168	1,652	0	0	\$ 1,652	100.0%
Plant General Supplies	6,784	6,090	3,501	0	0	\$ 3,501	100.0%
Plant Paper Supplies	12,111	9,454	8,776	0	0	\$ 8,776	100.0%
Plant Lighting Supplies	551	981	1,701	0	0	\$ 1,701	100.0%
Plant Tools	0	1,957	1,056	0	0	\$ 1,056	100.0%
Transportation Clean Supplies	86	0	12	0	0	\$ 12	100.0%
Transportation Paper Supplies	308	0	488	0	0	\$ 488	100.0%
Technology Elementary Supplies	3,338	4,074	2,198	0	0	\$ 2,198	100.0%
Technology Middle School Suppl	1,631	4,956	1,631	0	0	\$ 1,631	100.0%



Ashford Board of Education  
2016-17 Budget  
Status as of July 31, 2016

<u>Object/Account Description</u>	<u>Actual 14- 15</u>	<u>Actual 15- 16</u>	<u>Adjusted Budget 16-17</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Technology Arts Supplies	0	0	0	0	0	\$ -	
Technology Tech Ed Supplies	860	0	2,017	0	0	\$ 2,017	100.0%
Technology Library Supplies	0	0	0	0	0	\$ -	
Technology Admin Supplies	5,802	2,399	626	0	0	\$ 626	100.0%
Technology Subscriptions	16,732	21,065	15,263	0	0	\$ 15,263	100.0%
TOTAL Supplies	162,754	133,519	159,086	338	0	158,749	99.8%
Plant Fuel	107,568	103,818	67,494	45,680	19,577	\$ 2,237	3.3%
TOTAL Heating Fuel	107,568	103,818	67,494	45,680	19,577	2,237	3.3%
Diesel	34,599	35,103	23,581	45,564	20,937	\$ (42,920)	-182.0%
Gasoline	9,957	5,798	7,900	0	0	\$ 7,900	100.0%
TOTAL Transportation Fuel	44,556	40,901	31,481	45,564	20,937	(35,020)	-111.2%
Elementary Supplemental Texts	1,567	0	2,071	0	0	\$ 2,071	100.0%
Elementary Curriculum Upgrade	160	3,614	0	0	0	\$ -	
Elementary Periodicals	2,146	0	1,172	0	0	\$ 1,172	100.0%
Middle School Supplemental Texts	2,500	0	1,890	0	0	\$ 1,890	100.0%
Middle School Periodicals	1,633	0	534	0	0	\$ 534	100.0%
Middle School Replacment Text	169	0	220	0	0	\$ 220	100.0%
Middle School Curriculum Upgrade	9,473	4,624	0	0	0	\$ -	
Art Textbooks	0	0	0	0	0	\$ -	
World Language Textbooks	0	458	0	0	0	\$ -	
Specialized Text (NIMAS)	0	0	102	0	0	\$ 102	100.0%
TOTAL Textbooks	17,648	8,695	6,727	0	0	6,727	100.0%
Library Books Grades K-4	153	0	2,000	0	0	\$ 2,000	100.0%
Library Books Grade 5-8	575	0	2,000	(20)	0	\$ 2,020	101.0%
TOTAL Library Books	728	0	4,000	(20)	0	4,020	100.5%
Elementary Equipment	0	0	0	0	0	\$ -	
Elementary Furniture	742	7,766	0	0	0	\$ -	
Middle School Equipment	0	0	0	0	0	\$ -	
Middle School Furniture	3,466	6,049	0	0	0	\$ -	
Music Equipment	12,304	15,468	0	0	0	\$ -	
Library Equip/Furniture	0	8,729	0	0	0	\$ -	
Phys Ed Equipment	5,647	1,870	1,693	0	0	\$ 1,693	100.0%
Health Equipment	0	0	0	0	0	\$ -	
Athletic Equipment	15,185	0	349	0	0	\$ 349	100.0%
AT Equipment Rental	2,946	4,012	7,296	0	0	\$ 7,296	100.0%
Adaptive Equipment	1,119	644	2,488	0	0	\$ 2,488	100.0%
Sp Ed Technology Equipment	5,094	17,550	979	0	0	\$ 979	100.0%
Sp Ed Equipment		0	523	0	0	\$ 523	100.0%
Copier Lease	30,004	32,055	34,422	1,833	0	\$ 32,589	94.7%
Administrative Equip/Furn	7,522	450	280	0	0	\$ 280	100.0%
Plant Equipment	21,500	21,947	3,336	0	0	\$ 3,336	100.0%
Plant Rentals		459	0	1,308	0	\$ (1,308)	
Technology Elementary Equip	112,908	42,756	12,715	0	0	\$ 12,715	100.0%
Technology Middle School Equip	42,880	95,463	13,820	0	0	\$ 13,820	100.0%
Technology Admin Equip	11,537	23,935	0	0	0	\$ -	
Technology Network Equip	10,773	25	3,335	0	0	\$ 3,335	100.0%
Technology SpEd/Support Equip	0	0	0	0	0	\$ -	

Ashford Board of Education  
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<u>Object/Account Description</u>	<u>Actual 14- 15</u>	<u>Actual 15- 16</u>	<u>Adjusted Budget 16-17</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Balance %</u>
Technology Music Equipment	32,700	0	0	0	0	\$ -	
Technology Art Equip	0	0	0	0	0	\$ -	
Home Depot Rebate Expense	0	0	0	0	0	\$ -	
<b>TOTAL Equipment</b>	<b>316,329</b>	<b>279,177</b>	<b>81,236</b>	<b>3,141</b>	<b>0</b>	<b>78,095</b>	<b>96.1%</b>
Robotic Competition Fees	0	1,894	3,000	0	0	\$ 3,000	100.0%
SpEd Dues & Fees	6,835	715	3,719	0	0	\$ 3,719	100.0%
SpEd Extra Curricular Fees	0	0	0	0	0	\$ -	
Character Dev Train & Material	16	0	1,912	0	0	\$ 1,912	100.0%
Dues & Fees	17,608	10,535	11,251	0	0	\$ 11,251	100.0%
Board of Education Expenses	1,543	721	2,395	0	0	\$ 2,395	100.0%
Professional Development	9,255	14,617	5,320	1,137	0	\$ 4,183	78.6%
Principal's Discretionary Fund	854	1,018	1,000	0	0	\$ 1,000	100.0%
Medical/Screenings	479	1,098	1,275	0	0	\$ 1,275	100.0%
Penalty Fees & Interest	0	0	0	0	0	\$ -	
Stop Check Payment Fee	0	0	0	0	0	\$ -	
<b>TOTAL Dues &amp; Fees</b>	<b>36,590</b>	<b>30,597</b>	<b>29,872</b>	<b>1,137</b>	<b>0</b>	<b>28,735</b>	<b>96.2%</b>
Miscellaneous	0	0	15,000	0	0	\$ 15,000	100.0%
Operating Transfers Out-Cafe	0	0	500	0	0	\$ 500	100.0%
XFR to 1% Fund	0	0	0	0	0	\$ -	
Audit Adjustments	0	0	0	0	0	\$ -	
<b>TOTAL Audit Adjustments</b>	<b>0</b>	<b>0</b>	<b>15,500</b>	<b>0</b>	<b>0</b>	<b>15,500</b>	<b>100.0%</b>
Supplemental Appropriation			0	0	0	0	
<b>General Fund (01) Totals</b>	<b>7,239,645</b>	<b>7,391,588</b>	<b>7,406,140</b>	<b>183,535</b>	<b>4,598,743</b>	<b>2,623,862</b>	<b>35.4%</b>

Ashford School  
Business Services  
Bicknell Analysis 2015-16  
Change in Net Assets

	<u>2014-15</u>	<u>2015-16</u>
Market Value change, Investments	(\$30.50)	(\$2,841.72)
Dividends/Interest	\$2,855.76	\$2,368.44
Total Revenue	<u>\$2,825.26</u>	<u>(\$473.28)</u>
Scholarships	\$6,000.00	\$5,000.00
Scholarship Administrative Fee	\$900.00	\$900.00
Investment Fees	<u>\$1,283.89</u>	<u>\$1,183.24</u>
Expenses and Withdrawals	<u>\$8,183.89</u>	<u>\$7,083.24</u>
Change in Net Assets	<u>(\$5,358.63)</u>	<u>(\$7,556.52)</u>

Ashford School  
 Business Services  
 Bicknell Analysis 2015-16  
 Balance Sheets

	<u>2015-16</u> <u>Beginning</u> <u>Balances</u>	<u>30-Jun-16</u>	<u>Closing</u> <u>Entries</u>	<u>2016-17</u> <u>Beginning</u> <u>Balances</u>
SEI (cash equivalents)	\$620.56	\$874.17		\$874.17
Marketable Securities	\$126,359.50	\$117,549.37		\$117,549.37
Total Assets (Securities current value)	<u>\$126,359.50</u>	<u>\$117,549.37</u>	<u>\$0.00</u>	<u>\$117,549.37</u>
 Total Assets	 <u>\$126,980.06</u>	 <u>\$118,423.54</u>	 <u>\$0.00</u>	 <u>\$118,423.54</u>
 Due to Student Activity	 \$6,900.00	 \$5,900.00		 \$5,900.00
 Permanently Restricted Net Assets	 \$121,675.31	 \$121,675.31		 \$121,675.31
Unrestricted Net Assets	(\$1,595.25)	(\$1,595.25)	(\$7,556.52)	(\$9,151.77)
Net Income	<u>\$0.00</u>	<u>(\$7,556.52)</u>	<u>\$7,556.52</u>	<u>\$0.00</u>
Fund Balance	<u>\$120,080.06</u>	<u>\$112,523.54</u>	<u>\$0.00</u>	<u>\$112,523.54</u>
 Total Liabilities & Fund Balance	 <u>\$126,980.06</u>	 <u>\$118,423.54</u>	 <u>\$0.00</u>	 <u>\$118,423.54</u>

Ashford School  
Business Services  
Bicknell Analysis 2015-16  
Draw Example

	<u>5-year</u>					
	<u>Average</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Fund Balance	\$ 120,501	\$ 121,675	\$ 122,789	\$ 125,439	\$ 120,080	\$ 112,524

Potential Scholarships 2016-17

4% draw	\$ 4,800
4.5% draw	\$ 5,400

<b>A/P Monthly Report</b>			
8/19/16 10:10			
<b>June 2016</b>			
<b>Object 112</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Heather Waddell	1,500.00	01-2600-112-02260	Period 5 Days Digital Library
Athletic Officials	84.77	01-1112-112-01012	Softball- 5/26/2016
<b>Total</b>	<b>\$1,584.77</b>		
<b>Object 200</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Anthem Blue Cross Blue Shield	5,992.62	01-2200-200-01220	Period 6/1/16-6/30/16 Dental Insurance Premium
Connecticare Inc	86,554.64	01-2200-200-01220	Period 6/1/16-6/30/2016 Medical Insurance Premium
CIRMA	0.00	01-2200-200-02220	4th QTR Workers Comp Insurance Premium
Sun Life Financial	927.43	01-2200-200-01230	Period 6/1/16-6/30/16 Group Life Insurance Premium
<b>Total</b>	<b>\$93,474.69</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 4/30/2016
Connecticare Inc	2,575.60	01-2200-205-04220	Period 6/1/16-6/30/16 Cert Retirement Medical Insurance Premium
Anthem Blue Cross Blue Shield	360.18	01-2200-205-04220	Period 6/1/16-6/30/16 Cert Retirement Dental Insurance Premium
<b>Total</b>	<b>\$2,935.78</b>		
<b>Object 312</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Days Hotel	2,173.92	01-2200-312-02220	Hotel Room for June Writing College (Craven, Hills & Parisen)
Ashford Hot Lunch Program	124.64	01-2200-312-04220	Career Day, Student Breakfast, Staff Meeting Snacks & Last Day of School Cookies
<b>Total</b>	<b>\$2,298.56</b>		
<b>Object 319</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Shipman & Goodwin LLP	10,792.00	01-2200-319-01220	For Period Ending 5/31/2016 & 6/30/2016
Complete Payroll Solutions	502.40	01-2200-319-03220	6/3/16 & 6/17/16 Payroll Processing Fee
Michele Fesenmeyer	5,786.00	01-1200-319-03120	June 2016 Occupation Therapy Services
Sarah Hodgson	3,800.00	01-1200-319-06120	June 2016 Behavioral Therapy Services
Sarah Hodgson	3,800.00	01-1200-319-04120	Partial Student Evaluations QTY #3 & Full Student Evaluation
Friar Associates Inc	11,100.00	01-2200-319-04220	Geotechnical Engineering-3D Designs Interior & Exterior Schematic Development
PT4Kids LLC	2,016.00	01-1200-319-05120	June 2016 Physical Therapy Services
Amy Vasington	5,088.82	01-1200-319-01120	June 2016 Speech Services
The NEAT Center at Oak Hill	175.00	01-1200-319-02120	Assistive Technology Workshop (P. Borysevicz)
National Association of School Psychologists	419.00	01-1200-319-02120	NASP 3 Day Summer Conference (Piatek)
Horizons Inc	835.00	01-1200-319-06120	May & June 2016 Behavior Therapy Services
<b>Total</b>	<b>\$44,314.22</b>		
<b>Object 321</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Eversource	3,097.40	01-2540-321-00254	Period 5/9/16-6/9/16 Facility



Eversource	11.95	01-2540-321-00254	Period 5/2/16-6/1/16 Lamp Post
Constellation New Energy	2,704.01	01-2540-321-00254	Period 5/10/16-6/9/16 Facility
<b>Total</b>	<b>\$5,813.36</b>		
<b>Object 322</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
B. A. Muzio Company Inc	1,475.00	01-2540-322-04254	Labor & Material Cost To Install Vandal H2O Hydrant For Greenhouse
All Line Striping LLC	5,093.25	01-2540-322-09254	Commercial Grade Asphalt Crack Fill Seal Coat: Coal Tar Free
Kent Fence & Landscape LLC	2,075.00	01-2540-322-09254	Labor & Material Cost to Repair School Gate
Allstar Hardwood Floors LLC	2,060.00	01-2540-322-11254	Gym Floor-Screen, Sand, Vac & Tack Applying 2 Coats of Bona Sport H2Obase
Aqua Pump Inc	4,024.45	01-2540-322-03254	May & June 2016 Maintenance, Serviced Filters, 2015 CCR Report & K-life QTY# 63
Gagne Electric	7,564.92	01-2540-322-04254	Labor & Material Cost to Replace 165 Receptacles & Lighting in Music Room
Environmental Consulting & Contracting LLC	1,275.00	01-2540-322-04254	Chemical Window Sealant Testing
Hussey Seating Company	6,500.00	01-2540-322-04254	Gym Bleacher Repair & Self Storing Storing Safety Rail Installation
JBR Glass & Construction	1,801.00	01-2540-322-04254	Labor & Material Cost to Replace Tempered Glass, Magnetic Locks & Panic Bar
Ed Pavliscsak III	2,000.00	01-2540-322-10254	Labor & Material Cost to Primer & Paint Gym Walls
Life Safety Service & Supply	365.00	01-2540-322-06254	Labor, Delivery & Travel Cost To Replace Ballast, 4V8AH & 6V4AH Batteries
Nextgen Security Co. LLC	290.00	01-2540-322-04254	Material & Labor Cost to Install Door Magnet
Freedom Carpets LLC	8,415.00	01-2540-322-11254	Room 7, Room 9 & MS Blue Hallway Tile Replacement & Tile Repair Due To Burnisher
Infoshred LLC	31.50	01-2540-322-01254	Administration Old Document State Approved Shredding
The Rockfall Company LLC	26,364.67	01-2540-322-04254	Room 20-A & Room 20-B Ceiling Installation
Duct & Vent Cleaning of America Inc	8,750.00	01-2540-322-15254	Clean & Sanitize All Metal Vents & Ducts For Main Floor Of The School
Willimantic Waste Paper	610.57	01-2540-322-01254	June 2016 Trash & Recycle Pickup Charge
<b>Total</b>	<b>\$78,695.36</b>		
<b>Object 323</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
ifixit	34.90	01-2600-323-02260	iMAC Intel 21.5" Adhesive Strips
Amazon	243.00	01-2600-323-02260	Apple Thunderbolt Cable (2.0) White & iMAC LCD Screen Display Panel 21.5"
<b>Total</b>	<b>\$277.90</b>		
<b>Object 324</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></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><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
Frontier	417.59	01-2200-340-01220	Period 6/3/16-7/2/16 Telephone Expense
FedEx	0.00	01-2200-340-02220	
Moosup Post Office	9.85	01-2200-340-02220	Returned Red Kensington Blackbelt 2 iPad Mini Cases
Stamps.com	641.96	01-2200-340-02220	Monthly Maintenance Fees May & June, 1st Class Stamps & Address Labels
Voice New England	0.00	01-2200-340-01220	Period 4/1/15-6/30/15 Telephone Service QTR Fee
<b>Total</b>	<b>\$1,069.40</b>		
<b>Object 370</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
Holiday Recreation Center Inc	900.00	01-1200-370-01120	Kids Cooperate 4a & 4b Camps
Natchaug Hospital	20,352.00	01-1200-370-01120	Period 5/1/16-6/30/16 SpEd Outplacement Tuition



The CT Institute for the Blind	30,477.97	01-1200-370-01120	Period 5/1/16-6/30/16 SpEd Outplacement Tuition & Transportation
<b>Total</b>	<b>\$51,729.97</b>		
<b>Object 390</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Gary's	0.00	01-2550-390-01255	
Airgas USA LLC	0.00	01-2550-390-01255	
Bus Parts Warehouse	743.42	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	780.40	01-2550-390-01255	Bus #8 & #9 Towing
J&S Radio Sales Inc	512.08	01-2550-390-01255	High Power Dash Cable, Connector, KMC-27 Microphone & ProTac HL USB
Lawson Products Inc	1,213.64	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	129.98	01-2550-390-01255	Garage/Workshop Kit, Tools & Miscellaneous
Environmental Services Inc	663.60	01-2550-390-01255	Labor, Materials, Equipment & Disposal of Truck / Bus Liquid
Napa Auto Willmantic	687.68	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Nutmeg International Trucks	1,634.01	01-2550-390-01255	Serviced Buses & Purchased Parts For Buses
Famtec Inc	1,994.00	01-2550-390-01255	Camera & Power Cables 15', Cross Over Cable, DVR Software & USB Hard Drive
Datto	25,431.91	01-2550-390-01255	Bus #9 Engine Replacement & Alumin Tank Fuel 65G RSM
Amazon	739.70	01-2550-390-01255	Portacool Cyclone 300 Evaporative Cooler w/700' Cooling Capacity
Chappell Tire Service	810.00	01-2550-390-01255	Van #3 New Tires & TPM Sensors Installed
Pete's Tire Barns Inc	1,369.99	01-2550-390-01255	Bus Replacement Tires
<b>Total</b>	<b>\$36,710.41</b>		
<b>Object 410</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Amazon	74.20	01-2540-410-03254	Green Pro Duct 110 PE-Coated Cloth 3" Tape QTY#5
Amazon	586.02	01-2600-410-01260	Yellow Xerox High Capacity Toner For Phaser 6180 QTY#3
Amazon	560.31	01-2600-410-02260	Cyan & Magenta Xerox High Capacity Toner For Phaser 6180 QTY#3
Amazon	359.96	01-2600-410-07260	Apple 85W MagSafe 2 Power Adapter For MacBook Pro w/Retina Display
Amazon	26.99	01-2600-410-01260	Compatible Replacement Laser Toner Cartridge
Amazon	93.97	01-1200-410-01150	Thinksheets for Tweens & Teens, Should I or Shouldn't Books
Amazon	2,968.00	01-1200-410-03120	MakerBot Digitizer Desktop 3D Printer & 5th Generation Firmware Version
Amazon	192.73	01-2600-410-01260	Cyan Xerox High Capacity Toner For Phaser 6180 QTY#1
Amazon	191.58	01-2600-410-02260	Magenta Xerox High Capacity Toner For Phaser 6180 QTY#1
Amazon	470.76	01-2600-410-07260	Portable Black Jawbone Speaker System
Amazon	105.33	01-1200-410-01120	WISC-V & WJ IV Books, Fun Deck Cards, Tangle Jr & Controll Your Impulses Book
Amazon	28.59	01-1200-410-01120	What Were You Thinking? & What Would You Do At School Paperback Books
Amazon	147.50	01-1101-410-03001	Beginning Algebra (w/CD-ROM, BCA/iLrn Tutorial & Info Track) QTY# 13
B+H Photo Video	956.00	01-2600-410-02260	Black Kensington Blackbelt 2 Rugged Case iPad Air 2 Qty# 25
B+H Photo Video	195.40	01-1200-410-07120	Black Kensington Blackbelt 2 Rugged Case iPad Air 2 Qty# 5
Cash True Value Home Center	1,519.65	01-2540-410-06254	Hedge Trimmer, Chain Saw, Telescop Bypass Lopper, Bow Rake & Grass Whip
Cash True Value Home Center	59.97	01-2540-410-03254	Electrical Flashlight & Heavy Duty Work Gloves Large
CBI Parallels	99.98	01-2600-410-08260	Parallels Desktop 11 for Mac Upgrade
DSS/Serigraphics	576.00	01-2540-410-03254	Ashford Custodial Custom Shirts
Christine Gamache	150.00	01-1103-410-04003	Spring Concert Pianist- Dress Rehearsal, Day Concert & Night Concert
Big Y Foods Inc	85.29	01-1104-410-00004	Food & Supplies For Spanish Lesson
Education.com	188.00	01-1200-410-07120	Pro Lifetime Membership
EBSCO	406.56	01-1107-410-02007	Annual Subscription Renewal of Library Periodicals
Heartland Payment Systems	3,221.00	01-2600-410-08260	Cafeteria Annual License & POS Manager Support For Free & Reduced Lunch
The Flower Pot	165.00	01-1112-410-01012	Large Baskets 3'x3' Brightly Colored Mix of Flowers QTY# 2

NCS Pearson Inc	55.00	01-1200-410-02120	BASC-3 Scoring 1-Year Subscription w/Intervention Recommendation
Herff Jones LLC	490.58	01-1112-410-01012	Diploma Certificates & Covers For Class of 2016
CT Center for Advanced Technology	285.00	01-2600-410-08260	Annual Renewal Application Hosting (School Website)
Hillyard/Rovic	83.70	01-2540-410-01254	Dry Mop Handle 60" QTY# 6
Moore Medical LLC	9,136.26	01-1200-410-05120	Spot Vision Screener & Medical Supplies-Bandages, Gloves, Cough Drops & etc...
NCS Pearson Inc	1,062.08	01-1200-410-02120	Bracken Basic Concept Scale & Kit & CASL Complete Kit
PAR Inc	399.00	01-1200-410-02120	BRIEF2 Parent/Teacher/Self-Report Digital Kit
AED Brands	175.00	01-1200-410-05120	Philips Onsite Adult & Infant/Child AED Pads
General Maintenance Supply	226.00	01-1101-410-01001	Cork w/Aluminum Frame 48" x 96"
Home Depot Credit Services	98.96	01-2540-410-03254	Supply Line Braid for Faucet & GB Builders Bath Faucet for Nurse's Office
Scholastic Inc	152.16	01-1101-410-04001	Magic School Bus: The Wild Whale Watch QTY# 40
Rainbow Resource Center	793.26	01-1101-410-05001	Science Daybooks (05 ed) Student Book 5
Renaissance Learning Inc	5,644.50	01-1100-410-08000	STAR Reading & Math Enterprise Real Time Subscription Renewal & Hosting Fee
School Outfitters	407.17	01-1101-410-01001	Personal Stereo Headphones Pack of 20
School Health Corporation	365.25	01-1200-410-05120	Ear Ease Pain, Paper Cups 3oz, Save a Tooth, Cold Packs & Hydrocortisone ung
WB Mason	1,878.40	01-2200-410-04220	Copy paper 8(1/2)"x11" 20lbs 92 Bright QTY# 80
School Mate	306.00	01-1100-410-01000	Non-Custom Planners-Primary & Elementary Students
School Mate	515.85	01-1101-410-01001	Non-Custom Planners-Middle School Students
WB Mason	280.39	01-2200-410-01220	Reversible/Erasable Poster Style Calendar & Laser Address Labels & Coffee
Victoria Supply Inc	201.00	01-2540-410-05254	Standard 32W T8 Fluorscent 5000K Long Life & 9W CFL Twin 500K 605 Mol
Vex Robotics Inc	1,663.02	01-1200-410-03120	VRC Starstruck Full Game & Object, Smart Motor, Screws, Nuts, Hex Keys & etc...
Wilson Language Training Corp	5,382.72	01-1200-410-07120	Dyslexia Programming Software & Consumables (Foundations)
WPS	57.75	01-1200-410-02120	SRS-2 School Age AutoScore Form Ages 4-18
<b>Total</b>	<b>\$43,087.84</b>		
<b>Object 411 &amp; 412</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></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	4620.0 Gallons Diesel For BOE, DPW & Fire Dept Use
Amerigas	2.87	01-2540-411-00254	1.2 Gallons (C3H8) for Boiler Ignition
Wex Bank	1,173.96	01-2550-412-02255	Period 4/29/16-6/20/16 Gasoline For SpEd Vans, Mechanic & Plant Power Tools
<b>Total</b>	<b>\$1,176.83</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>
Committee For Children	389.00	01-1100-420-02000	Second Step Grades 5, 7, & 8 Classroom Kits
Committee For Children	1,187.00	01-1101-420-05001	Second Step Grade 4 Classroom Kit
<b>Total</b>	<b>\$1,576.00</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	
	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	570.00	01-1200-540-01120	Audiology Consultation & Travel Time for Equipment Pickup
De Lage Landen	1,833.00	01-2200-540-01220	Period 6/15/16-7/14/16 Copier Lease Monthly Contract Fee
Eagle Leasing Company	459.00	01-2540-540-00255	Rental of 40' Storage Container & Hand Dolly Ramps, Delivery & Pickup Charges

Woodwind & Brasswind	7,287.33	01-1103-540-01003	Musser Classic Chimes, Yanaha YCL-221 Bass Clarinet & Yamaha Vibraphone
General Maintenance Supply	1,508.00	01-2540-410-00254	Material & Freight Cost-Knickerbocker Baked Enamel Partition for Girls Bathroom
Heartland Payment Systems	2,081.00	01-2600-540-03260	NK3170 4GB Pent Win7pro Wireless Hardware & Warranty 4 Years For Cafe
WB Mason	4,347.00	01-1101-540-00014	(48"x24"), (60"x36") Rectangle Activity Tables & (66"x60") Horseshoe Activity Tables
Gopher	1,870.36	01-1109-540-01009	Scholastic Gymnasium Glass Package
Sweetwater	1,697.79	01-2600-540-03260	Audio-Technica System 10 Digital Wirless HH & Peavey 2-Way PA Speaker
WB Mason	7,765.65	01-1100-540-00013	Blue Stack Chairs QTY#48, Kidney, Rectangular & Discover Tables
WB Mason	1,701.70	01-1101-540-00014	Blue Stack Chairs QTY#48
WB Mason	8,728.52	01-1107-540-01007	Library Tables (Ginger/Madera/Black) QTY# 22 & Stackable Library Chairs QTY# 46
Amazon	25.39	01-2600-540-05260	Meter Lightning to USB Cable
Apple Inc	5,730.00	01-2600-540-01260	iPad Air Wi-Fi 64 GB Space Grey 10 Pack w/ 3 Year AppleCare
Apple Inc	5,730.00	01-2600-540-02260	iPad Air Wi-Fi 64 GB Space Grey 10 Pack w/ 3 Year AppleCare
Apple Inc	10,622.00	01-2600-540-03260	MacBook Pro 15" w/Retina Display QTY#4 & AppleCare Protection Plan Qty#4
Apple Inc	13,619.95	01-2600-540-01260	MacBook Pro 13" Super Drive 5 pack QTY# 3 & Bretford Mobility Cart
Apple Inc	31,349.95	01-2600-540-02260	MacBook Pro 13" Super Drive 5 pack QTY# 2 & Bretford Mobility Cart
Apple Inc	11,820.00	01-1200-540-03120	MacBook Pro 5-Pack 13" 2.5GHz/4GB SuperDrive
Apple Inc	5,730.00	01-1200-540-03120	iPad Air 2 Wi-Fi 64 GB Space Gray 10 Pack w/ AppleCare Protection Plan
<b>Total</b>	<b>\$124,476.64</b>		
<b>Object 640</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
CT Occupational Medicine Partners	90.00	01-2200-640-05220	Public Service License Exam (J. Celotti)
CAPSS	2,967.00	01-2200-640-01220	FY 2016-2017 Annual District Membership Dues (AASA & NEASS)
ASCD	184.50	01-2200-640-03220	Restorative Practice for Positive Classroom Management QTY# 10
CAS	200.00	01-2200-640-01220	FY 2016-2017 Annual District Membership Dues
NELMS	295.00	01-2200-640-01220	FY 2016-2017 Annual Comprehensive School Membership
EastConn	3,591.80	01-2200-640-03220	PowerSchool Student Information Support & Travel Cost
Eduplanet21	1,950.00	01-2200-640-01220	Unit Planner Implementation/Configuration Services & Training
Heartland Payment Systems	534.00	01-2200-640-03220	Free & Reduced Training For Caf�
Wildflowers of Tolland Inc	88.95	01-2200-640-04220	2016 Teacher of the Year Bouquet
Big Y Foods Inc	53.14	01-2200-640-04220	2016 Teacher of the Year Cake & Supplies
Ashford Hot Lunch Program	47.74	01-2200-640-02220	BOE Meeting Snacks
Gregory & Howe Inc	175.00	01-2200-640-05220	Bus Driver Drug Screen (Metsack & Sprague)& Alcohol Screen (Metsack)
Jet Blue Airways	894.60	01-2200-640-03220	Airline Tickets To ASCD Maryland Conference (Hopkins, Ford & Dukette)
<b>Total</b>	<b>\$11,071.73</b>		
Report Total	500,293.46		
BMSI Total	500,293.46		
<b>Variance</b>	<b>\$0.00</b>		

<b>A/P Monthly Report</b>			
8/19/16 10:11			
<b>July 2016</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 7/1/15-7/31/15 Medical Insurance Premium
Connecticare Inc	0.00	01-2200-200-01220	Period 7/1/15-7/31/15 Medical Insurance Premium
CIRMA	16,905.62	01-2200-200-02220	1st QTR Workers Comp Insurance Premium
Sun Life Financial	0.00	01-2200-200-01230	Group Life Insurance Premium
<b>Total</b>	<b>\$16,905.62</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 5/31/2015
Connecticare Inc	0.00	01-2200-205-04220	Period 7/1/15-7/31/15 Cert Retirement Medical Insurance Premium
Anthem Blue Cross Blue Shield	0.00	01-2200-205-04220	Period 7/1/15-7/31/15 Cert Retirement Medical 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>
	0.00	01-2200-312-02220	
<b>Total</b>	<b>\$0.00</b>		
<b>Object 319</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Complete Payroll Solutions	1,008.20	01-2200-319-03220	7/1/16, 7/13/16 & 7/29/16 Payroll Processing Fee
Michele Fesenmeyer	0.00	01-1200-319-03120	Occupation Therapy Services
Sarah Hodgson	0.00	01-1200-319-06120	Behavioral Therapy Services
Shipman & Goodwin LLP	0.00	01-2200-319-01220	
Amy Vasington	0.00	01-1200-319-01120	Speech Therapy Services
University Of Connecticut	0.00	01-1200-319-05120	Physical Therapy Services
Horizons Inc	0.00	01-1200-319-06120	Behavior Therapy Services
<b>Total</b>	<b>\$1,008.20</b>		
<b>Object 321</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Eversource	2,486.32	01-2540-321-00254	Period 6/9/16-7/11/16 Facility
Eversource	11.49	01-2540-321-00254	Period 6/1/16-7/1/16 Lamp Post
Constellation New Energy	1,937.20	01-2540-321-00254	Period 6/10/16-7/11/16 Facility
<b>Total</b>	<b>\$4,435.01</b>		
<b>Object 322</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Tolland County Mutual Aid Fire Service Inc	250.00	01-2540-322-06254	Period 7/1/16-6/30/17 Fire & Burglar Alarm Monitoring
Gagne Electric	195.00	01-2540-322-04254	Labor & Material Cost For Smart Board Installation
Life Saftey Service & Supply	607.50	01-2540-322-06254	Emergency Service Annual Agreement
Village Springs Distributor	20.00	01-2540-322-03254	H2O Delivery for Watercoolers Superintendent Office & Nurse
Willimantic Waste Paper	610.57	01-2540-322-01254	July 2016 Trash & Recycle Pickup Charge

<b>Total</b>	<b>\$1,683.07</b>		
<b>Object 323</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
<b>Total</b>	<b>\$0.00</b>		
<b>Object 324</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
CIRMA	5,669.33	01-2540-324-00254	1st QTR Plant Insurance Premium
CIRMA	5,669.34	01-2550-324-00255	1st QTR Transportation Insurance
Bollinger Specialty Group	1,015.00	01-2200-324-00254	FY 2016-2017 Student Accident Insurance Premium
<b>Total</b>	<b>\$12,353.67</b>		
<b>Object 340</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
Frontier	406.15	01-2200-340-01220	Period 7/3/16-8/2/16 Telephone Expense
Stamps.com	0.00	01-2200-340-02220	Postage Stamps & Supplies
Voice New England	0.00	01-2200-340-01220	Period 7/1/15-9/30/15 Telephone Service QTR Fee
<b>Total</b>	<b>\$406.15</b>		
<b>Object 370</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
The CT Institute for the Blind	0.00	01-1200-370-01120	SpEd Outplacement Tuition
PT4 Kids LLC	2,160.00	01-1200-370-03120	Summer School PT Services
Big Y Foods Inc	0.00	01-1200-370-03120	Supplies For Summer School Food & Instructional
Natchaug Hospital	0.00	01-1200-370-03120	Summer School Tuition
<b>Total</b>	<b>\$2,160.00</b>		
<b>Object 390</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
Gary's	0.00	01-2550-390-01255	
Bus Parts Warehouse	367.15	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Airgas USA LLC	0.00	01-2550-390-01255	Lease Renewal for (C2H2) (Ar) (O2)
Lawson Products Inc	338.05	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Mansfield Supply	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	0.00	01-2550-390-01255	Serviced Buses & Purchased Parts For Buses
Putnam Chrysler Dodge Jeep Kia	0.00	01-2550-390-01255	
Rawson Manufacturing Inc	0.00	01-2550-390-01255	Gauges & Tubes
<b>Total</b>	<b>\$705.20</b>		
<b>Object 410</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>
USI Education & Government Sales	337.50	01-2200-410-01220	Laminate ValueWrap Film 1.5mil 27" W & 1" Core QTY #12
<b>Total</b>	<b>\$337.50</b>		
<b>Object 411 &amp; 412</b>			
<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Account Number</u></b>	<b><u>Description</u></b>

Dime Oil LLC	45,680.25	01-2540-411-00254	Prepay 1st Installment of 70% on 35,000 gallons Plant Fuel
Dime Oil LLC	45,563.92	01-2550-412-01255	Prepay 1st Installment of 70% on 37,500 gallons Diesel Fuel
Wex Bank	0.00	01-2550-412-02255	Gasoline For SpEd Vans, Mechanic & Plant Power Tools
<b>Total</b>	<b>\$91,244.17</b>		
<b>Object 540</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
American School For The Deaf	0.00	01-1200-540-01120	Audiology Equip Rental & SpEd 504 Meeting Fee
De Lage Landen	1,833.00	01-2200-540-01220	Copier Lease Monthly Contract Fee
Eagle Leasing Company	1,308.00	01-2540-540-00255	Prepaid For Remaining 11 Months Storage Rental Fees
<b>Total</b>	<b>\$3,141.00</b>		
<b>Object 640</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
ASCD	1,137.00	01-2200-640-03220	Educational Leadership Fal Conference (T. Hopkins, C. Ford, G. Dukette)
<b>Total</b>	<b>\$1,137.00</b>		
Report Total	135,516.59		
BMSI Total	135,516.59		
<b>Variance</b>	<b>\$0.00</b>		

Ashford Board of Education  
Special Meeting Minutes – June 23, 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 7:37 pm. Present were members J. Lippert, K. Rourke and J. Calarese. Also present were Superintendent Dr. J. Longo, Business Manager D. Neel, recording secretary J. Barsaleau. Unable to attend were board members L. Donegan, M. Matthews and K. Warren. Audience present: D. Atkinson.

**Persons to be Heard**

None

**Communications**

The board chair acknowledged receipt of the following communications:

- Thank You notes from Bicknell Scholarship recipients Selah Ford and Sarah Caldwell
- A thank you note to Martha Sibley-Jett R.N., from the Across the Smiles dental program
- A thank you note from the Ashford Easter Bunny & Committee
- CABA Directory
- Notice of the Annual CABA convention in November 2016

**Approval of Minutes: 06/02/2016**

***Motion made by J. Lippert to approve the regular meeting minutes of 06/02/2016, motion seconded by K. Rourke and carried unanimously.***

**Administrative Reports** (Superintendent, Director, Principal, Asst. Principal, Business Manager)

Reports by all administrators were provided to members with their agenda packets. K. Rourke requested a follow up for the July meeting concerning staffing changes and effects on scheduling.

Mr. Neel and Dr. Longo both summarized their reports to the Board. Mr. Neel distributed an 8-year enrollment projection to those present for review showing a stable Ashford School population. Dr. Longo was asked to elaborate on the 1:1 laptop program. He provided some insight into piloting this program, but affirmed more planning necessary before launching a pilot. He noted that faculty members who are being considered for piloting are very enthusiastic about the idea. Dr. Longo reported plans for a July technology meeting between the Ashford and Region 19 administrators and IT departments. Dr. Longo provided an additional superintendent report dated 6/23/16 to members via email summarizing steps taken to date concerning tech ed space repurposing and capital plans for Ashford School.

**a. Approval of May 2016 Financial Reports**

***Motion made by K. Rourke to approve the financial reports for the month of May 2016, motion seconded by J. Lippert and carried unanimously.***

Members noted that there were no non-contractual payments made to or for the benefit of the Superintendent through the month ending May 31, 2016.

**New Business**

**a. Staff Resignations**

Dr. Longo reported he had received resignations from JoAnna Silverstein, music teacher, and paraprofessional Jane Evans effective June 30, 2016.

***Motion made by L. Lippert to accept the resignations of JoAnna Silverstein and Jane Evans, seconded by J. Calarese and carried unanimously.***

**b. Staff Appointments**

Interviews for vacant and new positions for next year have been occurring this past month. Dr. Longo recommended the following appointments:

- Robert Ackerson - Special Education teacher
- Tabitha Bogue - Paraprofessional
- Jillian Bumgarner- Paraprofessional
- Stephen Caldwell- Social Studies teacher
- Mandi Courtois- Paraprofessional
- Valerie Stickles - music teacher

**c. Authorization to Submit KARE Grant Application**

***Motion by K. Rourke to authorize the submission of the 2016-2017 KARE grant application, motion seconded by J. Lippert and carried unanimously.***

**d. First Reading: Series 3000 Credit Card Policy**

Counsel has provided this policy in response to auditor concerns. D. Neel expressed some concerns about a segment of the regulations concerning Authorized Users. Counsel will be contacted to review and or clarify prior to second reading.

**Old Business**

**a. BOE Summer Retreat**

Brief discussion was held concerning locations for the retreat. J. Calarese suggested the Ashford Senior Center. J. Barsaleau will contact the center to inquire about availability and then poll BOE members for their availability.

**b. FY 16 Year-End Budget**

Year-end purchasing was discussed in the both the Superintendent and Business Manager reports.

**c. Facility Update**

As indicated in Dr. Longo's reports, he and other stakeholders have met with Friar and Associates to discuss tech ed space, school construction funding and other matters. Friar and Associates has provided a proposal to complete a comprehensive and cohesive facility study plan that is necessary to further pursue these matters. The cost of this service is \$9,500. Discussion followed.

By mutual consent, the Board of Education authorizes the Superintendent to execute the facility study plan proposal provided by Friar and Associates at a cost of \$9,500.

**Next Meeting Date/Agenda Items**

The next meeting is scheduled for July 21st. Agenda items include year-end budget, summer retreat plans, administrative and financial reports, audit, financial software update, credit card policy, teacher negotiations.

**Administrator and Non-Union Employee Contract Negotiations (Executive Session, Action Anticipated)**

***Motion to enter into executive session (9:00 pm) for the purpose of Administrator and Non-Union Employee Contract Negotiations, inviting Dr. Longo to the session, made by K. Rourke, seconded by J. Lippert and carried unanimously.***

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

Dr. Longo exited the session at 9:21 pm

Board members exited executive session at 9:30 pm

***Motion made by J. Calarese to authorize a FY 16 merit pay increase in the amount of \$2,000 to the Assistant Principal, and to further authorize approval of employment contracts as drafted by counsel for the period of July 1, 2016- June 30, 2019 for the Assistant Principal, the Director of Pupil Personnel, and the Principal. Motion seconded by J. Lippert and carried unanimously.***

***Motion made by J. Lippert to extend the employment term of the Superintendent of Schools through June 30, 2019 with a 3% wage increase for FY 17 and to further authorize a FY 16 merit pay increase in the amount of \$2,000 for the Superintendent of Schools. Motion seconded by J. Calarese and carried unanimously.***

***Motion made by K. Rourke to approve a 3% wage increase and 2% increase in tax shelter annuity contribution for the non-union employees of the Ashford Board of Education as outlined in the approved FY 17 budget. Motion seconded by J. Lippert and carried unanimously.***

**Adjournment**

***Motion to adjourn the meeting (9:36 pm) made by J. Rupert, seconded by K. Rourke and carried unanimously.***

Recorded by:

Jennifer Barsaleau  
Recording Secretary



ASHFORD BOARD OF EDUCATION  
Meeting Minutes — July 21, 2016  
**7:30 pm**  
**Ashford School District Office Conference Room**

*Note: Per C.G.S. State Statute 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 7:35 pm. Present were members J. Rupert, J. Lippert, K. Rourke, M. Matthews, L. Donegan, K. Warren. Unable to attend was J. Calarese. Attending the meeting was J. Longo, Supt., and Don Neel, Business Manager.

**Persons to be Heard**

None

**Communications**

\*There was a thank you letter from Danielle Cote thanking the Board for selecting her as one of the recipients of the Bicknell Scholarship.

\*A letter was sent to Michael Gardner, Justin Ford, Jon Talgo, Mike Mellady, Alex Hastillo, and Jim Rupert concerning a 10-year capital plan committee be formed in order to apply for State of Connecticut school construction grants and the committee will be better able to plan out projects to be included in the town's 5-year Capital Plan.

\*Shipman & Goodwin's 18-page document pertaining to Statutory Changes Affecting Students.

\*Letter of resignation from JoAnna Silverstein, music teacher for grades pre-school-8.

\*Letter of resignation from Jane Evans, paraprofessional.

These resignations were approved by the Board of Education meeting at their June 23, 2016 meeting.

**Motion made by J. Rupert to approve appointments to the staff of Robert Ackerson, Tabitha Bogue, Jillian Bumgarner, Stephen Caldwell, Mandi Courtois and Valerie Stickles. Motion seconded by J. Lippert and carried unanimously. *(This motion was inadvertently omitted from the unapproved minutes filed with the town clerk.)***

**Motion to accept this corrected motion made by J. Rupert and seconded by Lisa Donegan. Motion passed unanimously.**

**Approval of minutes of June 23, 2016.**

There was a correction on the back page under the line exited executive session at 9:30 pm. 1<sup>st</sup> sentence of the motion by J. Calarese to "authorize a FY 16 merit pay increase" should read "to authorize a FY 16 merit pay to increase base salary" There were not enough board members present from that meeting to approve the minutes so the minutes from June 23, 2016 will be put on the agenda for the next meeting.

**Superintendent's Report**

Attached to the minutes will be the superintendent's report of June 23, 2016. A more detailed report will be given at the Board's retreat in August. J. Longo stated that they held an administrative team meeting. K. Rourke wanted to know if one form could go for all children in the family instead of a form for each child. Asst. Principal G. Dukette has been researching how they do it online at E.O. Smith.

### **Business Manager Report**

D. Neel stated that we will have approximately \$37,000 in the plus at the end of the school year. Attached is the approximate status of the budget FY 15/16.

### **New Business**

Resignation letter from Jennifer Sprague, bus driver, for medical reasons.

**K. Warren made a motion to accept the resignation of Jennifer Sprague, with regret. L. Donegan seconded. Motion passed unanimously.**

**Lisa Donegan made a motion to hire Samantha Meduna as a paraprofessional.**

**K. Rourke seconded. Motion passed unanimously.**

D. Neel stated that transfer of monies at the end of the year are attached. They are-- Transfer from: Salaries (\$66,000) and Purchased Services (\$19,000) transferred to Employee Benefits (\$37,000); Property—furniture replacement (\$44,000); and Other (\$4,000). **J. Rupert made a motion to accept the budget transfers as recommended by the Business Manager, D. Neel. Motion passed unanimously.**

School Calendar for 2016/17. There is a change to the calendar: March 9, 2017 will be a regular school day and the new day off will be Election Day, the first Tuesday in November, 2016. **K. Warren motioned to accept the school calendar with the correction. L. Donegan seconded. Motion passed unanimously**

### **Discussion of Ashford School Education Association Negotiations**

J. Rupert stated that we had our first meeting to set up the ground rules and dates for the negotiation teams.

### **FY 16 Year-End Budget**

D. Neel stated that we were on track with the End-of-the-Year budget.

### **Old Business**

Second Reading of Policies/Administrative Regulations (Series 3000: Credit Card Policy)

**L. Donegan made a motion to accept the policy as written. J. Lippert seconded.**

**Motion passed unanimously.**

### **BOE Retreat Planning**

The BOE will be holding their retreat at the Ashford Senior Center, August 11, 2016 at 4 pm. J. Long will email packets to the board members before the retreat.

There were no expenses for the superintendent for the past month or FY 15/16.

**Next Meeting Date:** August 11, 2016. Ashford Senior Center, 4 pm

### **Agenda Items for Next Meeting**

\*Approve Minutes from June 23, 2016

\*Discussion of results of Retreat of Aug. 11, 2016

\*Superintendent's Evaluation (possible executive session)

**Marian Matthew motioned to adjourn and seconded by Lisa Donegan.**

Meeting was adjourned at 8:30 pm.

Kay M. Warren  
Secretary, BOE

Ashford Board of Education  
Board of Education Retreat Minutes  
8-11-16  
Earl W. Smith Senior Center  
Ashford, CT

J. Longo

Attendance: J. Rupert, K. Rourke, M. Matthews, L. McAdams-Donagan, J. Calarese, T. Hopkins, C. Ford, G. Dukette and Dr. J. Longo

Also Present: Steve Morytko, Mary Morytko and Rebecca Haeger

Meeting called to order at 4:15 pm

1. Persons to be heard moved until 5:00 pm to allow more time for public to arrive
2. Goals Discussion  
BOE discussed concept of goals that are built upon and last a few years. Keep last year's goals as a foundation and build a few more this year.

Jim Rupert opened the BOE 2016-2017 Goals discussion with areas he felt needed to be addressed and the entire Board joined the discussion - brainstorming their concerns, coming up with the following list. While some of the concerns may not result in goals, they should become matters addressed by the administration.

1. More custodial Professional Development. Develop a comprehensive facility Maintenance Plan. Make cleaning of the building's storage spaces a priority;
  2. Get Green Bank back to the school for a more detailed energy study of the building;
  3. Actively explore tuition students by surveying the community and contacting communities such as Region #11 (Parish Hill);
  4. Seek ways to increase parental and community collaboration with school decisions and activities;
  5. Increase teacher's involvement with BOE meetings;
  6. Add emphasis on social responsibility, community service to curriculum;
  7. Further develop our web presence and have teacher websites be more informative with assignments, and daily notes to parents.
  8. More emphasis on preparation for high school and high school transition
3. Persons To Be Heard
    - a. Steve Morytko asked for the BOE to explore a student and teacher exchange program. Look at the Mansfield model. Could be international or domestic.
    - b. Rebecca Haeger asked us to look at the school heating system. There are rooms that get real hot, while others do not.
    - c. The Gifted and Talented program needs to be expanded and more time devoted to an enrichment program
  4. Administrator's Reports – Each administrator broke their report into three parts: Current Activities, Future Activities, Next Year's Goals
    - a. Principal's Report - Troy Hopkins
      - i. Mr. Hopkins used a PowerPoint to guide his report (copy attached)
      - ii. He presented an outline of current activities, which included revisions in the school schedule, changes in professional development to include

Paraprofessionals and other non-certified staff, new curriculum software, improved use of data.

iii. Future projects that are in the works

1. Research based grading, a comprehensive wellness program, more teacher support programs,
2. Initiate our one-to-one laptop program
3. Collaborate with EO Smith on professionals development

iv. Review of the Principal's 2016-2017 draft goals

1. Increase opportunities for collaboration
2. Add new courses of study
3. Add more opportunities for faculty leadership
4. Support NAEYC accreditation process

b. Assistant Principal's Report – Garrett Dukette

i. Current Activities

1. Participation in scheduling by doing the grade seven and eight schedule as a means of professional growth
2. Chaired revision of written handbooks such as the student/parent handbook, STRIVE handbook, Student Success Plan program
3. Worked on refining our PBIS professional development for August 29
4. Worked on a new training session for substitutes
5. Involved in PD planning with EO Smith administrators
6. Developed a new monitored reading program to improve reading and writing in Ashford School

ii. Future Projects

1. Continue to improve upon the Gifted and Talented Program Curriculum and structure
2. Continue to develop the PBIS program with staff involvement
3. Improve the PD program through modeling of good teaching as well as collaborative choosing of topics of PD
4. Introduce more use of Flipped Classroom
5. Increase technology use
6. Develop Project Based Learning use in our school
7. Increase understanding of Restorative Discipline
8. Seek ways to integrate new initiatives into the schedule

iii. 2016-2017 Goals

1. Enroll in a doctorate in leadership program
2. Improve leadership skills through increased feedback
3. Improve our writing program
4. Increase classroom presence
5. Be the chair of a NEASC study team

c. Director of Pupil Personnel's Report

i. Current Activities

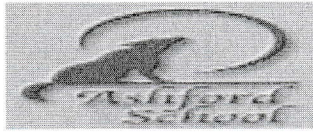
1. Successful Extended Year Program
2. Expanding understanding of our education for all students' program
3. Early intervention supports improved through administrative support
4. Report on the success of the de-escalation program – CPI
5. Discussion of SRBI and its role

6. SIT – explaining the role and success of the Student Intervention Program
  7. Ashford School's IDEA compliance and process
  8. The important role of our contracted psychologist
- ii. Future Projects
  1. Implementing an improved K-3 Special Education program
  2. Expanding in-district support for intensive needs population
  3. Increased use of our contracted Experts
  4. Refining professional development for Special Education Staff
- iii. Goals for 2016-2017
  1. Expand Professional Development opportunities for Special Education Staff
  2. Improve leadership Skills through Personal professional development
  3. Improve communication both internally and to the community
5. Capital Improvement priorities
  - i. Look at current July 2016 Capital Improvement priorities list
    1. Add Sprinkler system
    2. Add Bollards to rear school entrance
    3. Add Protective Benches or Boulders to front playground area
  - ii. Await report from Friar & Associates to see if their recommendations will influence our capital plans
  - iii. Bring the new plan to the BOE for review, approval and adoption
6. Three-Year Plan
  - a. BOE reviews the current three-year Plan and notice that administrative team has updated it for BOE review
  - b. The administrative team should review its proposed three-year plan and bring it as a report to the Board in October 2016 and request BOE approval
7. Technology Plan
  - a. All inventory has been updated in recognition of pre-purchasing due to use of 2015-2016 funds
  - b. Discussion of the one-to-one laptop plan pilot to take place this year in grade six.
8. Board Of Education Retreat Roundtable – Brainstorming session of ideas for the future
  - a. Improve our Global Education initiatives through study of European successes
  - b. Explore Coalition of Essential Schools for Ashford School
  - c. Look for international and national partnerships
  - d. Increase teacher reports to BOE meetings
  - e. Change BOE meeting time to 7:00 Pm

Meeting Adjourned at 8:39 pm by mutual consent

Attachments:

Administrator's PowerPoint  
 S.T.R.I.V/E. handbook  
 Overview of PBIS program  
 Student Success Plan Brochure  
 Overview of Reading Program  
 NAEYC Accreditation notes



Cynthia Ford &lt;cford@ashfordct.org&gt;

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## Resignation letter

1 message

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**Kate Conway** <kconway@ashfordct.org>  
To: Cynthia Ford <cford@ashfordct.org>

Sat, Jul 30, 2016 at 12:00 PM

Dear Cynthia Ford,

I started my journey here at Ashford School as a volunteer in my children's classroom. It was the first taste I had of the compassionate, creative and student driven environment I was lucky enough to send my children to.

Volunteering turned into subbing which quickly transformed into the unique opportunity of working in one of the most challenging and fulfilling positions I have ever had the privilege to impart in.

Being a paraprofessional at Ashford School has lended itself to be one of the most rewarding undertakings, so believe me when I say it is with great sadness to inform that I will not be coming back for the 2016-2017 school year. After much deliberation I have chosen a different career path.

I will always look on Ashford with great fondness. It is has been a second home, with a second family of supportive staff and administration. I thank you for the opportunity to work under you. It has been a true pleasure.

Sincerely,

Kate Conway



Rec'd 8/3/16

Troy Hopkins <thopkins@ashfordct.org>

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## News.

2 messages

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**Katherine Truskoski** <ktruskoski@ashfordct.org>

Wed, Aug 3, 2016 at 11:20 AM

To: Troy Hopkins <thopkins@ashfordct.org>

Dear Troy,

I write this email with a heavy heart, and - terrible cell phone reception on the coast of Maine. I just called in but my call cut out while on hold, so please accept this email in place of an official meeting or phone call.

With much sadness, I am resigning from my position at Ashford School for the 2016-2017 school year. I was offered a middle school position in East Providence, and have decided to accept it.

Managing the commute with two small children was very difficult and stressful last year, and while we were open to moving closer to Ashford, we have decided to not pursue that direction. We love being where we live in RI, and would only be moving to locate closer to my job. After many months of consideration, we have opted to stay close to our families and community.

Working at Ashford School under your leadership was a truly awesome experience. I am deeply grateful for your flexibility with my PD time, curriculum and enthusiasm for art education. Your vision for STEAM and collaborative teaching, learning, and student empowerment is so in line with my education philosophy- I am honestly very sad to leave it. If you'd like, I can forward Ashford's information to the Art Education program director at RIC, to see if she has any alums that are on the job search willing to commute or relocate. It would be a great fit for anyone coming from our program, as interdisciplinary learning was so heavily emphasized. I am happy to help with this in any way that I can.

East Providence has requested a statement of service for the past year. If this is something that could be mailed to me, I would greatly appreciate it.

Please let me know what else is required through this process, or any way that I can assist in finding a new art educator for the school. Again, I apologize for the email. I am away until next Thursday 8/11 and wanted to give as much notice possible. My cell service will be in and out during this time, but I will be in town later today if you'd like to me try to call again.

With best regards,  
Katie

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Katie Truskoski, MAT  
Visual Arts Teacher, PreK- 8  
Ashford School  
440 Westford Road  
Ashford, CT 06278  
860-429-6419

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**Troy Hopkins** <thopkins@ashfordct.org>

Wed, Aug 3, 2016 at 11:25 AM

To: ashfordct School Email <jplongo@ashfordct.org>, Garrett Dukette <gdukette@ashfordct.org>, Cynthia Ford <cford@ashfordct.org>, Jennifer Barsaleau <jbarsaleau@ashfordct.org>, Lalaine San Diego <lsandiego@ashfordct.org>

FYI

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DANIELLE BOULANGER, M.A.  
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## EDUCATION AND CERTIFICATION

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The Graduate Institute, Bethany, CT. M.A. in Learning and Thinking, 2013.

Central Connecticut State Univ., New Britain, CT. B.S. in Art Education, Specialization in Media Arts, 2008.

State of Connecticut Teacher's Certification in Art Education, K-12, Current.

## EXPERIENCE: Grades 9 to 12

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**West Rock Authors Academy Elementary School**, New Haven, CT     Art Teacher, August 2015-Present

- Created lesson plans in art and digital art appropriate for PreSchool to 5th grade students.
- Taught classes of approximately 25 students.
- Modified assignments for students with behavioral problems or other special needs.

**Cooperative Arts and Humanities Magnet High School**, New Haven, CT     Art Teacher, October 2010-June 2015

- Created lesson plans for multiple courses appropriate for high school students: *Graphic Design, Intro to Graphic Design, Animation, Mixed-Media, Basic Design/Art Applications*, and *Graphic Novels*.
- Taught classes of approximately 15 students in grades 9-12 in urban magnet high school.
- Modified assignments for students with behavioral problems or other special needs.
- Ran after school clubs and classes such as Stop Animation Class, Graphic Design Class, Flip Book Class, and Anime Club.
- Led senior college preparation courses during Flex Periods

**Danbury High School**, Danbury, CT     Long-Term Graphic Arts Substitute, April-June 2009

- Created lesson plans for Digital Design, Digital Design II, Web Design, and 3d Modeling classes.
- Taught classes of approximately 22 students in grades 9-12 on an as-needed basis.

## EXPERIENCE: Pre-Kindergarten to Grade 8

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**Shubert Arts Camp**, New Haven, CT     Digital Photography/Flip-Book Animation Teacher, Summers 2011-15

- Created six weeks' worth of lesson plans for 2 hour-long classes appropriate for ages 9-12 students.
- Independently Taught classes and created an end of camp showcase to display students finished work

**Little Munchkins**, Sherman, CT     Preschool Teacher, October 2009-February 2010

- Implemented daily curriculum provided by the nursery school.
- Created and implemented art lessons for after-school program.
- Taught and supervised classes of approximately 10 children between ages 2 and 4.

**Village Center for the Arts**, New Milford, CT     Art Teacher, Summers 2008-2010

- Independently created lesson plans focusing on themes selected by Supervisor, such as themes.
- Taught classes of 12 students with ages ranging from 3 to 4 years old for 1-week-long arts camps.
- There were 8 sessions each summer focusing on different themes.

**Saturday Morning Art School**, Central Connecticut State University Art Department,     Spring 2007, Fall 2008

- Created and implemented a unit based on design for fifth grade students in Spring session.
- Mentored CCSU college students in strategies to increase student learning in Fall session.

**Camp Candlewood**, New Fairfield, CT     Art Director, Summers 2003-2007

- Created art curriculum focusing on the girl scout handbook and wilderness survival.
- Supervised group activities of 10 ranging from 6-13 years old Girl Scouts.

**Danbury Public Schools**, Danbury, CT, January 2009-2010 and **Bethel Public Schools**, January 2008-2010

Short-Term Substitute Teacher

- Implemented pre-written lesson plans for multiple subjects ranging from Kindergarten to 12<sup>th</sup> grade on an as-needed basis.



## STUDENT TEACHING

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Morris Street Elementary (Grades K-5)	Danbury, CT	Fall 2008
Western Connecticut Academy of International Studies, Danbury, CT		
Danbury High School (Grades 9-12)	Danbury, CT	Fall 2008

## SKILLS

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Sculpture, Knowledge of using a Kiln, Painting, Drawing, Stained Glass, Mosaic, Microsoft Office; Photoshop; Movie Maker; Kidpix; iMovie; Flash; Adobe Elements; Photography (digital/darkroom).

## REFERENCES

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**Suzannah Holsenbeck**, Art Director, Co-Op Arts and Humanities Magnet High School. Ph: (484) 866-6921  
**Kjersten Pugh**, Shubert Arts Camp. Ph: (412)-600-4364. Email: Kjersten.pugh@new-haven.k12.ct.us  
**Rob Blocker**, Co-Op High School Video Teacher. Ph: (203) 214-5727 Email: Robert.Blocker@new-haven.k12.ct.us  
**Michael Obre**, Danbury Public Schools Fine Arts Department. Ph: (203) 797-4800. Email: obremi@danbury.k12.ct.us  
**Ron Todd**, Emeritus Professor of Art, Central Connecticut State University. Ph: (860)-832-2622.