

Ashford Board of Education  
Ashford, Connecticut

Regular Meeting Agenda  
November 3, 2016

**7:00 pm**

Ashford School  
**District Office Conference Room**

1. Call To Order
2. Board Reorganization
  - a. Election of Officers
  - b. Establish Regular Meeting Date, Place and Time
    1. 2017 Board of Education Meeting Calendar
  - c. Committee Appointments
3. Persons to be Heard
4. Communications
5. Approval of Minutes: 10/06/2016
6. Superintendent's Report
  - a. NASA Satellite Project Meeting
7. Administrative Reports (Principal, Asst. Principal, Director of Pupil Personnel, Technology)
8. New Business
  - a. First Reading of Policies (Series 1000: Green Cleaning; Series 4000: Employment Checks; Series 4000: Administrative Regulations for the Use and Disclosure of Criminal Justice Information; Series 5000: Homeless Students; Series 6000: Title I Engagement)
  - b. Request Approval of Financial Statement through September
  - c. Review and Authorization of Quarterly Budget Transfer
9. Old Business
10. Next Meeting Date/Agenda Items
11. Superintendent Evaluation (Executive Session 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.*

Ashford Board of Education  
Meeting Minutes – October 6, 2016  
7:00 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**

Chair J. Rupert called the meeting to order at 7:10 pm. Present were members J. Calarese, J. Lippert, K. Rourke and L. Donegan, Superintendent of Schools Dr. J. Longo and recording secretary J. Barsaleau. Unable to attend were board members K. Warren and M. Matthews.

**Persons to be Heard**

None

**Communications**

The October enrollment report was distributed. Dr. Longo has received positive feedback on his Ashford Citizen articles from community members.

**Approval of Minutes: 06/23/2016; 09/15/2016**

***Motion made by J. Lippert to approve the regular meeting minutes of 6/23/2016 with the following addition to “Staff Appointments” - 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 – and to strike the word “pay” from the first two motions made following the executive session. Motion seconded by J. Calarese and carried with one abstention (L. Donegan).***

***Motion made by L. Donegan to approve the minutes of 09/15/2016. Motion seconded by J. Lippert and carried with one abstention (J. Rupert).***

**Superintendent Report**

**a. Friar & Associates Existing Conditions Report - Draft**

Dr. Longo distributed copies of the draft report. Copies will be made for members absent from this meeting and for members of the town wide Ashford School Capital Improvement Committee. Discussion followed. Friar & Associates will be invited to review the report with the board and the members of the town wide committee. November 17<sup>th</sup> is the tentative date with the BOE meeting to follow.

**New Business**

**a. First Reading of Policies** (Series 4000: Employees and Section 504 of the Rehabilitation Act; Child Abuse Neglect and Reporting - Series 5000: Students and Section 504 of the Rehabilitation Act; Child Abuse Neglect and Reporting)

The policies were prepared by counsel to reflect legislative changes and will be on the agenda for second reading in November.

**b. Increase to Capital Asset Threshold Reporting Requirement**

Business Manager D. Neel recommended that the board raise the current capital asset individual threshold of \$1,000 to \$5,000. This will be in line with the Town’s reporting threshold.

***Motion made by K. Rourke to raise the individual capital asset threshold to \$5,000. Motion seconded by J. Calarese and carried unanimously.***

**c. FY 18 Budget and Committee Meeting Plans**

Brief discussion was held concerning budget planning timelines. Public input on the FY 18 budget will be on the 12/01/16 meeting agenda. Mr. Rupert will write a short article for the Ashford Citizen concerning public participation.

**Old Business**

**a. NASA Satellite Project Follow Up**

There will be a meeting on 10/27/16 to discuss the satellite program. In order for the program to move forward, five or six community members will need to participate.

**b. Review/Update Capital Projects**

The board directs Dr. Longo to obtain updated estimates on projects already on the current list.

**Next Meeting Date/Agenda Items**

The next meeting is scheduled for 10/20/16. Agenda items include administrative reports, financial reports, negotiations, superintendent evaluation, first policy reading(s).

**Superintendent Evaluation**

***Motion made by K. Rourke to enter into executive session (8:05 pm) with Dr. Longo, motion seconded by L. Donegan and carried unanimously.*** Present: J. Rupert, J. Lippert, J. Calarese, L. Donegan, K. Rourke and Dr. J. Longo.

The Board and Dr. Longo exited executive session at 8:44 pm. There was no action taken.

***Motion to adjourn the meeting (8:45 pm) made by J. Calarese, seconded by L. Donegan and carried unanimously.***

Recorded by:

Jennifer Barsaleau  
Recording Secretary

Ashford School  
Board of Education Meeting  
October 20, 2016  
Superintendent's Report

#### Facility

A heat pump (circulator) has failed and needs to be rebuilt or replaced. A new one will take several weeks to arrive so we are going to rebuild the one we have. I report this as the rebuilding process will take a week and we may have some areas of the building that are not as warm as usual.

#### Capital

I have contacted Henry Racki from Rockfall Construction to update the estimates that we have for the three projects that are likely to be considered over the next year.

- Repurposing of the tech space into classrooms
- Window replacement in oldest section of the building
- Completion of ceiling tile project

Once the BOE has determined their priority list we can precede with estimates of the projects that we are going to request be completed in the next few years.

The list of capital project from the summer retreat is attached for prioritizing.

#### Facility Assessment

Friar & Associates has submitted their report. It is available for your review. We have a meeting of the BOE and the town capital committee on November 17<sup>th</sup>.

#### Curriculum

I have met with the middle school data team to discuss my proposals regarding homework, and will be meeting with other grade level teams as well. I also have scheduled meetings of a school committee to discuss guidelines for homework assignments, and invited any staff member interested to join the committee.

My goal is to have new guidelines in place by the end of the school year.

#### Student Safety

We are in the process of applying for a guardrail along the road protecting our school from traffic on route 89. I have discussed my plans with Mike Zambo, and he is willing to work together on the request just as we did when we were requesting signage for our school zone.

#### Technology

We are forming a new technology committee to update our technology plan. We should do that this fall.

#### Medical Coverage expenses

We met with Ovation, our broker for our medical plans. They have indicated that we should use a placeholder of a 5% increase, and that they will have solid numbers for us by mid-January

#### Business Office

In preparation of our upcoming budget development process I have asked Don Neel to begin working with us on Thursdays rather than Wednesdays to make our time more efficient.

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

**Budget 2016-17**

The current unencumbered balance is a surplus of \$985,890. This is a decrease of \$204 thousand and reflects the continued expensing and encumbrance of significant items such as:

1. Other Insurances (benefits) \$87K)
2. Professional Services (\$48K)
3. Supplies, mostly instructional (\$16K)
4. Workshops, professional development and tuition reimbursement (\$14K)
5. Fleet maintenance tools, parts, tires and facility usage (\$12.7K)
6. Copier lease (\$11K)
7. HVAC preventative maintenance contract (\$9.9K)
8. Dues and Fees (\$4.7K)

The Medical/Dental encumbrance is still under review. The final rates came in below budget and, though there has been a slight increase in employees with coverage, there has been a shift from Family coverage to Employee plus one. There are 4 paraprofessionals currently on probation who will become eligible for coverage when the successfully complete their trial period. They are not encumbered.

There are still some significant purchases to be encumbered, particularly in the areas of Professional Services and Outside Services (tuitions).

**Transfers**

The quarterly Transfers Report is attached. While none of the Budget Line Items is currently in deficit, I recommend a transfer of \$48,603 from Purchased Services to Salaries to accommodate two accounting changes.

Special Education Transportation has traditionally been budgeted outside of the salary objects, as though it were a contracted service. While we might potentially use a contracted transportation company for an outplacement, currently we exclusively use our own drivers. We have created a new Non-certified wage account to reflect this reality.

Conversely, Athletic Officials have been budgeted under non-certified salaries. As much as it might be tempting to use our own employees to officiate our games, we utilize independent contractor umpires and referees. The recommended transfer includes moving the budgeted amount from Salaries to Contracted Services. Both accounts have the same description, but are assigned different object codes.

**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  
 Potential Transfers Report  
 October 2016

<u>Budget Line Items</u>	<u>Adjusted Budget 15- 16</u>	<u>Y-T-D Expenditures</u>	<u>Encumbered</u>	<u>Balance</u>
Salaries	\$ 4,496,705	\$ 555,096	\$ 3,895,310	\$ 46,299
Employee Benefits	\$ 1,590,057	\$ 376,883	\$ 1,060,896	\$ 152,278
Purchased Services	\$ 640,619	\$ 145,990	\$ 154,615	\$ 340,015
Tuition, Public In-State	\$ 27,900	\$ -	\$ -	\$ 27,900
Tuition, All Other	\$ 255,463	\$ 910	\$ -	\$ 254,553
Supplies	\$ 268,788	\$ 107,951	\$ 80,514	\$ 80,323
Property	\$ 81,236	\$ 15,600	\$ 16,120	\$ 49,516
Other	\$ 45,372	\$ 6,863	\$ 3,503	\$ 35,006
Total	\$ 7,406,140	\$ 1,209,292	\$ 5,210,958	\$ 985,890

	<u>Original Budget 15- 16</u>	<u>Transfer</u>	<u>Adjusted Budget 15-16</u>
Sp Ed Drivers	\$ -	\$ 53,203	\$ 53,203
SpEd Transportation	\$ 53,203	\$ (53,203)	\$ -
Athletic Officials (wages)	\$ 4,600	\$ (4,600)	\$ -
Athletic Officials (services)	\$ -	\$ 4,600	\$ 4,600
<u>Budget Line Item Summary</u>			
Salaries		\$ 48,603	
Purchased Services		\$ (48,603)	

Ashford Board of Education  
2016-17 Budget  
Status as of September 30, 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	299,770	2,672,912	\$ 26,304	0.9%
Non-Certified Staff	1,374,337	1,442,961	1,497,719	255,326	1,222,398	\$ 19,995	1.3%
Insurance	1,083,642	1,053,525	1,126,229	214,991	787,100	\$ 124,138	11.0%
Other Insurances	311,366	399,869	463,828	161,892	273,796	\$ 28,139	6.1%
Instructional Improvement	40,649	50,136	44,500	13,205	4,465	\$ 26,830	60.3%
Professional Services	199,015	223,493	257,506	29,524	27,431	\$ 200,550	77.9%
Utilities	61,305	65,600	67,396	14,036	51,564	\$ 1,796	2.7%
Maintenance	117,644	158,524	99,159	17,275	33,220	\$ 48,664	49.1%
Equipment Maintenance	1,821	2,968	4,567	645	11	\$ 3,911	85.6%
Liability Insurance	44,965	32,252	40,226	19,846	23,429	\$ (3,050)	-7.6%
Transportation	51,792	31,536	53,285	4,575	0	\$ 48,710	91.4%
Communication	13,191	13,101	14,004	3,443	10,894	\$ (333)	-2.4%
Outside Services	391,360	350,993	320,739	31,743	0	\$ 288,996	90.1%
Purchased Services	42,837	50,348	22,600	12,607	3,600	\$ 6,393	28.3%
Supplies	162,754	133,519	159,086	17,267	30,857	\$ 110,961	69.7%
Fuel, Heating	107,568	103,818	67,494	45,680	19,577	\$ 2,237	3.3%
Fuel, Transportation	44,556	40,901	31,481	42,127	28,235	\$ (38,882)	-123.5%
Textbooks	17,648	8,695	6,727	2,945	1,844	\$ 1,938	28.8%
Library Books	728	0	4,000	(69)	0	\$ 4,069	101.7%
Equipment	316,329	279,177	81,236	15,600	16,120	\$ 49,516	61.0%
Dues & Fees	36,590	30,597	29,872	6,863	3,503	\$ 19,506	65.3%
Audit Adjustments	0	0	15,500	0	0	\$ 15,500	100.0%
Total Objects Summary	7,239,645	7,391,588	7,406,140	1,209,292	5,210,958	985,890	13.3%



Ashford Board of Education  
2016-17 Budget  
Status as of September 30, 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	1,016,871	76,391	943,967	\$ (3,488)	-0.3%
Middle School Certified Staff	688,353	746,773	646,763	47,449	555,542	\$ 43,772	6.8%
Art Certified Staff	76,307	44,309	45,392	4,228	50,739	\$ (9,575)	-21.1%
Music Certified Staff	94,967	98,645	102,406	7,809	93,714	\$ 883	0.9%
World Language Certified Staff	142,427	146,553	150,202	11,554	138,648	\$ -	0.0%
Phys Ed/Health Certified Staff	119,392	90,551	73,914	7,224	86,690	\$ (20,000)	-27.1%
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	9,254	113,140	\$ -	0.0%
Remedial Certified Staff	127,854	130,984	134,429	10,341	124,088	\$ -	0.0%
Psychologist Certified Staff	122,992	95,717	98,380	7,568	90,812	\$ -	0.0%
Enrichment Certified Staff	45,208	48,247	50,202	3,862	46,340	\$ -	0.0%
Speech Certified Staff	56,309	58,351	61,080	4,698	56,382	\$ -	0.0%
Behavior Interven. Cert Staff		0	60,967	3,408	40,901	\$ 16,658	27.3%
Superintendent	68,924	73,386	73,474	20,176	55,358	\$ (2,060)	-2.8%
Principal	123,137	126,490	130,249	35,044	95,205	\$ 0	0.0%
Special Ed Director	47,107	98,370	101,303	27,394	74,398	\$ (489)	-0.5%
Assistant Principal	84,770	82,000	88,500	23,369	63,431	\$ 1,700	1.9%
<b>TOTAL Certified Staff</b>	<b>2,819,546</b>	<b>2,919,572</b>	<b>2,998,986</b>	<b>299,770</b>	<b>2,672,912</b>	<b>26,304</b>	<b>0.9%</b>
Regular Ed Paraprofessional	124,873	106,275	134,693	10,924	131,646	\$ (7,877)	-5.8%
Library Paraprofessional	24,250	25,789	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	571	2,233	\$ -	0.0%
Event Chaperones	1,512	1,008	1,764	0	1,764	\$ -	0.0%
Nursing Staff	60,514	60,766	63,513	15,686	47,827	\$ -	0.0%
Sp Ed Drivers		0	0	0	0	\$ -	
SpEd Paraprofessional	295,015	314,450	355,393	31,383	332,034	\$ (8,024)	-2.3%
SpEd Substitutes	43,575	14,155	20,400	673	19,728	\$ -	0.0%
Business Manager	1,642	40,813	36,340	6,045	31,385	\$ (1,090)	-3.0%
Bookkeeper	107,531	112,489	115,864	31,194	84,670	\$ (0)	0.0%
Superintendent's Secretary	53,508	54,980	56,628	15,246	41,382	\$ -	0.0%
Principal's Secretary	52,937	55,499	61,739	13,618	48,121	\$ -	0.0%
Substitute Teachers/Paras	50,578	35,817	61,200	2,161	59,039	\$ -	0.0%
Special Ed Secretary	35,380	36,353	37,444	10,081	27,363	\$ -	0.0%
Sub calling stipend	3,000	3,000	3,000	2,000	1,000	\$ -	0.0%
BOE Meeting Minutes Stipend	1,000	1,000	1,000	0	1,000	\$ -	0.0%
Custodians	185,334	208,251	200,559	46,506	153,677	\$ 376	0.2%
Summer Custodians	4,182	5,646	3,520	5,340	0	\$ (1,820)	-51.7%
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%
Drivers	124,032	157,725	138,434	15,825	107,415	\$ 15,194	11.0%
Transportation Coordinator	9,604	14,558	19,184	5,896	10,803	\$ 2,485	13.0%
Mechanic	46,330	43,540	44,874	15,102	29,772	\$ -	0.0%
Driver Sick/Personal Leave	18,807	7,306	7,464	271	7,193	\$ -	0.0%
Class Trip Transportation	6,943	8,390	11,200	0	0	\$ 11,200	100.0%
Technology Paraprofessional	26,684	27,494	26,040	4,619	22,096	\$ (675)	-2.6%
Technology Consultant	78,900	81,800	82,400	22,185	60,215	\$ -	0.0%



Ashford Board of Education  
2016-17 Budget  
Status as of September 30, 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>
TOTAL Non-Certified Staff	1,374,337	1,442,961	1,497,719	255,326	1,222,398	19,995	1.3%
Medical/Dental Insurance	1,005,269	990,883	1,058,375	179,692	745,362	\$ 133,322	12.6%
Group Life Insurance	8,760	8,425	10,028	1,815	7,925	\$ 288	2.9%
Workers Compensation Insurance	69,613	54,216	57,826	33,485	33,813	\$ (9,472)	-16.4%
TOTAL Insurance	1,083,642	1,053,525	1,126,229	214,991	787,100	124,138	11.0%
Social Security/Medicare Costs	154,078	162,171	166,852	24,767	115,064	\$ 27,022	16.2%
Non-Certified Retirement Costs	26,061	37,420	61,845	10,634	49,392	\$ 1,819	2.9%
Non-Certified Other Benefits	25,964	78,238	71,800	47,250	0	\$ 24,550	34.2%
Unemployment Compensation Cost	353	7,202	27,926	3,908	22,586	\$ 1,432	5.1%
Cert Retirement Healthcare	23,996	22,906	39,305	3,879	32,956	\$ 2,470	6.3%
Certified Other Benefits	80,913	91,932	96,100	71,455	53,799	\$ (29,153)	-30.3%
TOTAL Other Insurances	311,366	399,869	463,828	161,892	273,796	28,139	6.1%
Workshop Sub Pay	2,448	1,235	3,000	0	0	\$ 3,000	100.0%
Teacher Workshops (AEA)	5,135	8,897	8,000	410	1,965	\$ 5,625	70.3%
Curriculum Development	19,080	21,837	16,000	3,955	0	\$ 12,045	75.3%
District Professional Dev Days	2,812	2,463	2,500	0	2,500	\$ -	0.0%
CT TEAM Mentor	679	1,184	0	0	0	\$ -	
AEA Tuition Reimbursement	10,000	9,520	10,000	8,840	0	\$ 1,160	11.6%
MEUI Tuition Reimbursement	495	5,000	5,000	0	0	\$ 5,000	100.0%
TOTAL Instructional Improvement	40,649	50,136	44,500	13,205	4,465	26,830	60.3%
Athletic Officials		0	0	160	4,720	\$ (4,880)	
Speech Outsourced	35,864	39,441	50,888	7,710	0	\$ 43,178	84.8%
Training Seminars	4,270	3,098	8,554	670	125	\$ 7,759	90.7%
OT Outsourced	57,522	57,860	59,596	6,123	0	\$ 53,473	89.7%
Evaluations Outsourced	6,100	9,130	11,450	0	0	\$ 11,450	100.0%
Physical Therapy Outsourced	5,945	12,000	22,050	3,815	0	\$ 18,235	82.7%
Behavioral Therapy Outsourced	44,720	40,004	42,500	4,332	0	\$ 38,168	89.8%
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	3,316	0	\$ 16,684	83.4%
Audit	16,250	16,150	16,250	0	16,250	\$ -	0.0%
Data Processing	14,836	11,407	13,723	1,899	6,336	\$ 5,488	40.0%
Consultant	6,750	20,100	10,000	1,500	0	\$ 8,500	85.0%
Volunteer Screening	12	0	408	0	0	\$ 408	100.0%
TOTAL Professional Services	199,015	223,493	257,506	29,524	27,431	200,550	77.9%
Plant Utilities	61,305	65,600	67,396	14,036	51,564	\$ 1,796	2.7%
TOTAL Utilities	61,305	65,600	67,396	14,036	51,564	1,796	2.7%
Spec Ed Equip Maintenance	1,590	557	2,000	784	0	\$ 1,216	60.8%
Administrative Equipment Maint	625	39	758	0	0	\$ 758	100.0%
Rubbish Removal	7,288	7,479	7,537	1,832	5,495	\$ 210	2.8%
Asbestos Monitoring	1,382	0	550	275	275	\$ -	0.0%
Water	22,158	15,881	17,438	2,842	13,439	\$ 1,156	6.6%
General Maintenance & Repairs	38,118	62,146	20,000	1,119	0	\$ 18,881	94.4%
Sanitary System	3,000	3,140	3,000	3,140	0	\$ (140)	-4.7%
Fire Equipment	4,500	4,484	4,977	1,099	1,776	\$ 2,103	42.2%
Generator Maintenance	3,592	1,169	3,868	414	755	\$ 2,699	69.8%

Ashford Board of Education  
2016-17 Budget  
Status as of September 30, 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>
Boiler	17,420	15,599	13,718	0	9,880	\$ 3,838	28.0%
Grounds Upkeep	5,942	12,199	7,644	2,900	29	\$ 4,715	61.7%
Painting	545	2,667	1,964	829	0	\$ 1,135	57.8%
Floor Covering	6,539	16,820	6,560	0	0	\$ 6,560	100.0%
Roof Maintenance	1,745	1,800	3,595	2,043	1,570	\$ (18)	-0.5%
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	17,275	33,220	48,664	49.1%
Music Instrument Maintenance	644	455	570	0	0	\$ 570	100.0%
Tech Equip Maint	1,177	2,513	3,997	645	11	\$ 3,341	83.6%
TOTAL Equipment Maintenance	1,821	2,968	4,567	645	11	3,911	85.6%
Student Accident Insurance	1,065	1,065	1,097	1,015	0	\$ 82	7.5%
Plant Insurance	26,498	20,416	25,524	7,494	12,090	\$ 5,941	23.3%
Transportation Insurance	17,402	10,771	13,605	11,338	11,340	\$ (9,072)	-66.7%
TOTAL Liability Insurance	44,965	32,252	40,226	19,846	23,429	(3,050)	-7.6%
SpEd Transportation	51,697	31,484	53,203	4,575	0	\$ 48,628	91.4%
Class Trip Tolls & Parking	96	52	82	0	0	\$ 82	100.0%
TOTAL Transportation	51,792	31,536	53,285	4,575	0	48,710	91.4%
Telephone	7,490	7,310	9,143	2,072	7,198	\$ (127)	-1.4%
Postage	4,425	4,736	4,341	1,132	3,522	\$ (313)	-7.2%
Advertising	1,277	1,055	520	239	174	\$ 108	20.7%
TOTAL Communication	13,191	13,101	14,004	3,443	10,894	(333)	-2.4%
MS Out of District Tuition	32,400	23,930	27,900	0	0	\$ 27,900	100.0%
Outplacement Tuition	317,550	292,550	255,463	910	0	\$ 254,553	99.6%
Homebound Instruction/Tutoring	4,410	0	5,000	0	0	\$ 5,000	100.0%
Extended School Year	37,000	34,512	32,376	30,833	0	\$ 1,543	4.8%
TOTAL Outside Services	391,360	350,993	320,739	31,743	0	288,996	90.1%
Contract Mileage	1,352	442	1,140	23	0	\$ 1,117	98.0%
Printing	824	192	1,016	0	0	\$ 1,016	100.0%
Fleet Maintenance	37,061	46,114	16,844	12,584	0	\$ 4,260	25.3%
Bus Facility Building Usage	3,600	3,600	3,600	0	3,600	\$ -	0.0%
TOTAL Purchased Services	42,837	50,348	22,600	12,607	3,600	6,393	28.3%
Elementary General Supplies	6,620	5,274	7,920	2,360	1,593	\$ 3,967	50.1%
Elementary Reading Supplies	5,961	322	1,247	202	925	\$ 120	9.6%
Elementary Math Supplies	1,964	651	200	207	0	\$ (7)	-3.5%
Elementary Lang Arts Supplies	2,485	671	654	1,496	86	\$ (928)	-141.9%
Elementary Health Supplies	74	0	2,500	0	2,352	\$ 148	5.9%
Elementary Science Supplies	347	20	946	149	0	\$ 797	84.2%
Elem Social Studies Supplies	323	0	300	400	0	\$ (100)	-33.2%
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	1,520	1,068	\$ 3,913	60.2%
Middle School LA Supplies	1,319	585	1,542	0	627	\$ 915	59.4%
Middle School Math Supplies	153	197	300	35	133	\$ 132	43.9%



Ashford Board of Education  
2016-17 Budget  
Status as of September 30, 2016

Object/Account Description	Actual 14- 15	Actual 15- 16	Adjusted Budget 16-17	Y-T-D Expenditures	Encumbered	Balance	Balance %
Middle School Reading Supplies	274	152	300	70	0	\$ 230	76.6%
Middle School Science Supplies	5,036	1,290	5,720	0	300	\$ 5,420	94.8%
Middle School Social Stud Supp	419	102	400	0	0	\$ 400	100.0%
MS Horticulture		0	0	0	0	\$ -	
Art Supplies	2,976	2,290	4,000	0	2,150	\$ 1,850	46.3%
General Music Supplies	313	107	370	0	0	\$ 370	100.0%
Choral Supplies	3,400	460	248	208	21	\$ 19	7.5%
Band Supplies	3,565	1,115	1,918	790	140	\$ 988	51.5%
World Language Supplies	582	632	360	97	239	\$ 24	6.7%
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	200	\$ -	0.0%
Health Supplies	631	186	200	0	200	\$ -	0.0%
Graduation Supplies	1,093	903	414	0	0	\$ 414	100.0%
Athletic Supplies	6,472	2,072	2,600	535	16	\$ 2,049	78.8%
After School Activities Suppli	0	518	2,400	0	0	\$ 2,400	100.0%
SpEd Instructional Supplies	2,731	721	1,455	580	590	\$ 285	19.6%
Gifted Program Supplies	3,762	0	5,000	563	0	\$ 4,437	88.7%
CORR Life Skills Supplies	997	532	358	68	0	\$ 290	81.1%
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	2,430	\$ 2,570	51.4%
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	519	481	\$ 1,134	53.1%
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	153	6,497	\$ -	0.0%
Plant Cleaning Supplies	1,643	2,168	1,652	197	1,455	\$ -	0.0%
Plant General Supplies	6,784	6,090	3,501	354	1,816	\$ 1,331	38.0%
Plant Paper Supplies	12,111	9,454	8,776	1,875	6,901	\$ -	0.0%
Plant Lighting Supplies	551	981	1,701	0	0	\$ 1,701	100.0%
Plant Tools	0	1,957	1,056	543	0	\$ 513	48.6%
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	385	\$ 1,813	82.5%
Technology Middle School Suppl	1,631	4,956	1,631	0	28	\$ 1,603	98.3%
Technology Arts Supplies	0	0	0	0	0	\$ -	
Technology Tech Ed Supplies	860	0	2,017	37	95	\$ 1,885	93.4%
Technology Admin Supplies	5,802	2,399	626	73	0	\$ 553	88.3%
Technology Subscriptions	16,732	21,065	15,263	4,235	130	\$ 10,898	71.4%
TOTAL Supplies	162,754	133,519	159,086	17,267	30,857	110,961	69.7%
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	41,723	20,937	\$ (39,079)	-165.7%
Gasoline	9,957	5,798	7,900	405	7,298	\$ 197	2.5%
TOTAL Transportation Fuel	44,556	40,901	31,481	42,127	28,235	(38,882)	-123.5%

Ashford Board of Education  
2016-17 Budget  
Status as of September 30, 2016

Object/Account Description	Actual 14- 15	Actual 15- 16	Adjusted Budget 16-17	Y-T-D Expenditures	Encumbered	Balance	Balance %
Elementary Supplemental Texts	1,567	0	2,071	0	1,255	\$ 816	39.4%
Elementary Curriculum Upgrade	160	3,614	0	0	0	\$ -	
Elementary Periodicals	2,146	0	1,172	1,413	0	\$ (241)	-20.5%
Middle School Supplemental Texts	2,500	0	1,890	293	590	\$ 1,007	53.3%
Middle School Periodicals	1,633	0	534	1,051	0	\$ (517)	-96.9%
Middle School Replacement Text	169	0	220	0	0	\$ 220	100.0%
Middle School Curriculum Upgrade	9,473	4,624	0	0	0	\$ -	
World Language Textbooks	0	458	0	188	0	\$ (188)	
Specialized Text (NIMAS)	0	0	102	0	0	\$ 102	100.0%
TOTAL Textbooks	17,648	8,695	6,727	2,945	1,844	1,938	28.8%
Library Books Grades K-4	153	0	2,000	(17)	0	\$ 2,017	100.9%
Library Books Grade 5-8	575	0	2,000	(52)	0	\$ 2,052	102.6%
TOTAL Library Books	728	0	4,000	(69)	0	4,069	101.7%
Elementary Furniture	742	7,766	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	1,693	\$ -	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	1,621	4,811	\$ (3,944)	-158.5%
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	9,698	9,342	\$ 15,382	44.7%
Administrative Equip/Furn	7,522	450	280	0	274	\$ 6	2.1%
Plant Equipment	21,500	21,947	3,336	2,972	0	\$ 364	10.9%
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 Music Equipment	32,700	0	0	0	0	\$ -	
TOTAL Equipment	316,329	279,177	81,236	15,600	16,120	49,516	61.0%
Robotic Competition Fees	0	1,894	3,000	0	800	\$ 2,200	73.3%
SpEd Dues & Fees	6,835	715	3,719	638	0	\$ 3,081	82.8%
Character Dev Train & Material	16	0	1,912	0	0	\$ 1,912	100.0%
Dues & Fees	17,608	10,535	11,251	1,357	320	\$ 9,574	85.1%
Board of Education Expenses	1,543	721	2,395	400	42	\$ 1,953	81.5%
Professional Development	9,255	14,617	5,320	4,080	1,652	\$ (412)	-7.7%
Principal's Discretionary Fund	854	1,018	1,000	188	189	\$ 623	62.3%
Medical/Screenings	479	1,098	1,275	200	500	\$ 575	45.1%
TOTAL Dues & Fees	36,590	30,597	29,872	6,863	3,503	19,506	65.3%
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	\$ -	
TOTAL Audit Adjustments	0	0	15,500	0	0	15,500	100.0%
Supplemental Appropriation			0	0	0	0	

Ashford Board of Education  
2016-17 Budget  
Status as of September 30, 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>
<b>General Fund (01) Totals</b>	<b>7,239,645</b>	<b>7,391,588</b>	<b>7,406,140</b>	<b>1,209,292</b>	<b>5,210,958</b>	<b>985,890</b>	<b>13.3%</b>



<b>A/P Monthly Report</b>			
10/17/16 14:26			
<b>September 2016</b>			
<b>Object 112</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Athletic Officials	160.00	01-1112-112-01012	Soccer- Period 9/22/16-9/26/16
<b>Total</b>	<b>\$160.00</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 8/1/15-9/30/15 Dental Insurance Premium
Connecticare Inc	0.00	01-2200-200-01220	Period 8/1/15-9/30/2015 Medical Insurance Premium
CIRMA	16,903.79	01-2200-200-02220	2nd QTR Workers Comp Insurance Premium
Sun Life Financial	0.00	01-2200-200-01230	Period 8/1/15-9/30/15 Group Life Insurance Premium
<b>Total</b>	<b>\$16,903.79</b>		
<b>Object 205</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Department Of Labor	3,908.00	01-2200-205-03220	Unemployment Expense Period Ending 7/31/2016
Connecticare Inc	0.00	01-2200-205-04220	Period 8/1/15-9/30/15 Cert Retirement Medical Insurance Premium
Anthem Blue Cross Blue Shield	0.00	01-2200-205-04220	Period 8/1/15-9/30/15 Cert Retirement Dental Insurance Premium
<b>Total</b>	<b>\$3,908.00</b>		
<b>Object 312</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
CTAHPERD	370.00	01-2200-312-04220	2016 CTAHPERD Fall Conference (Hollister & Noheimer)
<b>Total</b>	<b>\$370.00</b>		
<b>Object 319</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Complete Payroll Solutions	622.84	01-2200-319-03220	9/9/16 & 9/23/16 Payroll Processing Fee
Michele Fesenmeyer	6,123.16	01-1200-319-03120	Sept 2016 Occupation Therapy Services
Sarah Hodgson	4,332.00	01-1200-319-06120	Sept 2016 Behavioral Therapy Services
Amy Vasington	7,709.66	01-1200-319-01120	Sept 2016 Speech Services
PT4Kids LLC	4,200.00	01-1200-319-05120	Sept 2016 PT Services
Hartford Hospital	250.00	01-1200-319-02120	PALS Course (M. Sibley-Jett)
Shipman & Goodwin LLP	3,316.00	01-2200-319-01220	Period Through 7/31/2016
Ronald W. Kelly MD	1,500.00	01-2200-319-04220	FY 2016-2017 Medical Stipend
National Association of School Psychologists	20.00	01-1200-319-02120	Webinar-Suicide Risk Assessment
<b>Total</b>	<b>\$28,073.66</b>		
<b>Object 321</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Eversource	3,256.20	01-2540-321-00254	Period 8/10/16-9/9/16 Facility
Eversource	11.27	01-2540-321-00254	Period 8/1/16-9/1/16 Lamp Post
Constellation New Energy	2,360.97	01-2540-321-00254	Period 8/11/16-9/9/16 Facility
<b>Total</b>	<b>\$5,628.44</b>		

<b>Object 322</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Marcus Communications	784.00	01-1200-322-15254	Portable Radio HF 450-470 MHz w/Nelt Clip Battery, Antenna & Charger QTY#6
Aqua Pump Inc	518.75	01-2540-322-03254	August 2016 Maintenance
Kinsley Power Systems	414.00	01-2540-322-07254	Semi Annual-Level 1 Service Maintenance
Advanced Lock & Security LLC	375.00	01-2540-322-04254	Replaced Room 8 Door Handle
Blue Slope Sawdust Inc	1,320.00	01-2540-322-09254	40 Yards of Woodmatte for Primary Playground
Enfield Transit Mix Inc	440.00	01-2540-322-09254	4 Yards Concrete For Primary Ramp
Home Depot Credit Services	828.85	01-2540-322-10254	Painting Supplies For CORR Room-BEHR Paint , Rollers & Brushes
Landmark Restoration LLC	472.50	01-2540-322-12254	Labor & Material Cost For 2 Men To Repair School Roof
New England Recreation Group Inc	685.00	01-2540-322-09254	FibarMats 36"x36"x1.5" Thick Mats For Under New Swing Set Primary Playground
SmartSign	269.61	01-2540-322-09254	Reflective Signs & Enamel Post For Parking Lot Reserved
Microbac Laboratories Inc	376.00	01-2540-322-03254	Quarterly Ground H2O Testing
Kent Fence & Landscape LLC	185.00	01-2540-322-09254	Labor & Material Cost For Drops Installed On 2 Gates
The Stuart L. White Company	241.00	01-2540-322-06254	Inspected Pyro-Chem Fire Suppression & Replaced CO2 Cartridge
Gagne Electric	549.00	01-2540-322-04254	Labor & Material Cost for Music Room Repair & New Copier Wiring
Willimantic Waste Paper	610.57	01-2540-322-01254	Sept 2016 Trash & Recycle Pickup Charge
<b>Total</b>	<b>\$8,069.28</b>		
<b>Object 323</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Marcus Communications	645.00	01-2600-323-02260	Portable Radio HF 450-470 MHz w/Nelt Clip Battery, Antenna & Charger QTY#5
<b>Total</b>	<b>\$645.00</b>		
<b>Object 324</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
CIRMA	5,668.39	01-2540-324-00254	2nd QTR Plant Insurance Premium
CIRMA	5,668.39	01-2550-324-00255	2nd QTR Transportation Insurance
<b>Total</b>	<b>\$11,336.78</b>		
<b>Object 340</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Frontier	401.80	01-2200-340-01220	Period 9/3/16-10/2/16 Telephone Expense
Stamps.com	715.99	01-2200-340-02220	Purchased Postage & Monthly Maintenance Fee
Chronicle Printing Co.	223.56	01-2200-340-04220	School Bus Driver Job Posting
Craigslist	15.00	01-2200-340-04220	School Bus Driver Job Posting
Voice New England	437.04	01-2200-340-01220	Period 10/1/16-10/31/16 Extended Warranty-Nec SV9100
<b>Total</b>	<b>\$1,793.39</b>		
<b>Object 370</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
The CT Institute for the Blind	0.00	01-1200-370-01120	Period 7/1/15-8/31/15 SpEd Outplacement Tuition
Natchaug Hospital	1,312.00	01-1200-370-01120	Period 8/26/16-8/31/16 SpEd Outplacement Tuition
Natchaug Hospital	0.00	01-1200-370-03120	Summer School Tuition
<b>Total</b>	<b>\$1,312.00</b>		

<b>Object 390</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Top Line Supplies	745.48	01-2550-390-01255	15/40 Super Duty Drum
Blue Tarp Financial Inc	375.56	01-2550-390-01255	Cordless Pulling Tool
Best Buy Auto Equipment Inc	0.00	01-2550-390-01255	Auto Lift 6,000 lbs Capacity Mobile Single Column Lift
Bus Parts Warehouse	0.00	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Gates GMC-Buick-Nissan	544.36	01-2550-390-01255	Purchased Parts For The Mid Bus
Lawson Products Inc	536.52	01-2550-390-01255	Purchased Parts For Both Buses And Vans
Putnan Chrysler, Dodge Jeep Kia	0.00	01-2550-390-01255	Transmission Fluid Service For Van
Mansfield Supply	60.29	01-2550-390-01255	Purchased Supplies To Repair Both Buses And Vans
Napa Auto Willmantic	1,747.71	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
GCR Tires & Service	841.80	01-2550-390-01255	Bus Tire Aligments-Bus # 1, #5, #9 & #10
SEON System Sales Inc	333.00	01-2550-390-01255	Mobile Hard Drive Trooper TL Media Cartridge Kit For Bus Camera
Snap-on	1,269.81	01-2550-390-01255	16.2 Modis Ultra Full Scanbay, Suretrack & 5" Needle (19 PCS.)
Pete's Tire Barns Inc	2,961.91	01-2550-390-01255	Replacement Tires For Busses
Amazon	814.22	01-2550-390-01255	Hobart Spoolgun, Ring Swirl Cup & Electrode Kit
<b>Total</b>	<b>\$10,230.66</b>		
<b>Object 410</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
Amazon	97.03	01-1100-410-01000	Wikki Stix, Dry Erase Pockets, Wall Organizer, Storage Container & Beads
Amazon	74.82	01-1100-410-04000	Scrabble Jr, Bananagrams Spelling, Alphabet Stamp & Big Boggle
Amazon	41.59	01-1100-410-01000	White Boardwalk Butch Paper
Amazon	552.56	01-1200-410-01120	Sand Minute Timer, Book RackLiquid Motion Sensory Play & Learning Carpet etc...
Amazon	563.43	01-1200-410-01130	Gifted Learners-Math, Science, LA, Social Studies Books
Amazon	167.82	01-1101-410-01001	Bean Bag Chairs & Bulletin Board Sets
Amazon	141.52	01-1100-410-01000	Hammond & Stephens Envelopes & Cardinal 1" Black Binders
Amazon	78.03	01-1100-410-06000	Volcano, Earthquake, Hurricane, Tornado & Natural Disasters Books
Amazon	368.30	01-1100-410-01000	General Classroom Supplies-Woodsies craft sticks, Glue Gun & Binding Spines etc...
Amazon	458.52	01-1100-410-04000	Paperback Books & DVD's
Amazon	179.80	01-1100-410-07000	History Paperback Books
Amazon	71.04	01-1100-410-06000	Weather Fact Paperback Books
Amazon	95.09	01-1103-410-03003	Yamaha YRT 304B Recorder & Original Hoberman Sphere
Big Y Foods Inc	67.61	01-1200-410-01140	Gift Card & Cooking Supplies For CORR Room
Carson-Dellosa Publishing Company	37.92	01-1100-410-01000	Cursive Nameplates, Surfing Bulletin Board, Scalloped Borders & Ocean Waves
Chair Slippers	48.90	01-1101-410-01001	Blue Standard Chair Slippers QTY # 24
Common Sense Education	25.49	01-2600-410-04260	Should I Share? Large Poster
Curriculum Associates LLC	100.44	01-1100-410-04000	Quick-Word Handbooks QTY# 55
Demco	70.11	01-1101-410-04001	ACC Reader Labels For 3.0-11.0+
Didax Inc	35.40	01-1101-410-03001	Thousandths to Ones & Nimble With Numbers
ebay	87.98	01-1100-410-01000	3x5 Rug Surf Time Surfboard Surfer Dude
Home Depot Credit Services	542.55	01-2540-410-06254	Tools For Custodial Staff
Home Depot Credit Services	126.51	01-2540-410-03254	6' Common Board, 2" Coarse Drywall Screw, Minwax Finish Oak & Ceiling Tiles
Fitness Finders	535.13	01-1112-410-02012	Mileage Marker Cards, Color Chains, Stamp, Mileage Medals & Toe Awards etc...
Lakeshore	355.08	01-1100-410-01000	Composition Note Books QTY# 6 & Write & Wipe Mini Board QTY# 6
McGraw-Hill School Education Holdings	202.05	01-1100-410-02000	Reading Workstation Activity Cards Package
McGraw-Hill School Education Holdings	87.95	01-1100-410-03000	Pattern Block Template
MPM School Supplies	21.72	01-1100-410-01000	Surfboards Accents, Ocean Waves Bulletin Board & Sea Buddies Variety Pack
Nest Learning	18.38	01-1100-410-04000	Splashy Colors Alphabet Line Modern cursive & Std manuscript
JW Pepper & Son Inc	97.99	01-1103-410-03003	Choral Sheet Music- Silver Bells, Dormi, Christmas Time is Here & Kuwa Furaha

JW Pepper & Son Inc	498.99	01-1103-410-04003	Sheet Music-Band Set & Score
Oriental Trading Company	197.13	01-1100-410-01000	Back To School General Classroom Supplies-Nameplates, Sticker & Posters etc...
Teachers Pay Teachers	12.00	01-2600-410-04260	Computer Lab Bundle-Mac
Really Good Stuff	66.90	01-1101-410-01001	Aqua Solid Scalloped Border Trim, Book Baskets, 5" Sassy Solid Letters
Really Good Stuff	354.78	01-1100-410-01000	Back To School General Classroom Supplies-Nameplates, Sticker & Posters etc...
Really Good Stuff	85.54	01-1100-410-04000	Print Cursive Plastic Desktop Helpers & Sight Word String Ups Set
Really Good Stuff	49.00	01-1100-410-03000	Under The Sea Shell Word Problem Set & Shape Construction Sticks
Sew Not Retired	192.00	01-1101-410-01001	Replenish Main Office Closet- Colored Paper,Staplers & Chart Tables
School Outfitters	44.13	01-1100-410-01000	Switchable Stereo/Mono Classroom Headphones
School Specialty	258.16	01-1101-410-01001	Envelopes, Duct Tape, Pocket Mesh & Black Binders
School Specialty	96.80	01-1104-410-00004	Hamilton SCG-Deluxe Headset with Goose Neck Microphone QTY# 5
Teacher Created Resources	84.38	01-1101-410-01001	Bulletin Board, Scallope Circles, Fancy Stars Accents & Trim etc...
Teacher Created Resources	120.93	01-1100-410-04000	I have... Who Has Vocabulary Activities, Story Starter Cubes & Daily Sentence Edit
Teacher Created Resources	69.96	01-1100-410-03000	Word Problems, Real World Math Games & Digital Timer
Teacher Created Resources	5.49	01-1100-410-01000	Fall Leaves
Turnitin LLC	2,045.00	01-2600-410-08260	Originality Checking & Feedback.
WB Mason	578.02	01-1100-410-01000	Back To School General Classroom Supplies-Index cards, File Folders & Labels etc...
WB Mason	702.20	01-1101-410-01001	Back To School General Classroom Supplies-Markers, Duct Tape & Headphones etc...
Woodwind & Brasswind	290.98	01-1103-410-04003	Mustang II Fender Amp, Clarinet Mouthpiece, Chime & Vibraphone Mallets etc...
Zaner-Bloser Inc	637.11	01-1100-410-04000	2016 Grade 3 Handwriting Student Edition QTY# 50
Hillyard/Rovic	197.20	01-2540-410-02254	Vinyl Gloves, Arsenal Top Clean, RE-JUV-NAL & Suprox Vacuum Bags
Hillyard/Rovic	208.24	01-2540-410-03254	Floral Scent Antiseptic Lotion 800 ml QTY# 4 cases
Hillyard/Rovic	1,875.00	01-2540-410-04254	Garbage Liners, Toilet Paper & Tissues
Hillyard/Rovic	19.74	01-2540-410-03254	Hanging Safety With Caution Sign
<b>Total</b>	<b>\$14,040.44</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 7220.0 Gallons
Dime Oil LLC	0.00	01-2550-412-01255	5000.0 Gallons Diesel For BOE, DPW & Fire Dept Use
Wex Bank	190.06	01-2550-412-02255	Period 8/12/16-8/30/16 Gasoline For SpEd Vans, Mechanic & Plant Power Tools
<b>Total</b>	<b>\$190.06</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>
Amazon	187.68	01-1104-420-00004	Avancemos 1a Textbook (holt McDougal) QTY# 5
Time For Kids	142.72	01-1100-420-04000	Grade 4 Magazine Subscription
Time For Kids	410.32	01-1101-420-03001	Grades 5 & 6 Magazine Subscription
Scholastic Inc	293.32	01-1101-420-01001	Scholastic Election Skills Books
Scholastic Inc	1,269.84	01-1100-420-04000	Scholastic News with Science Spin Magazine Subscription Grades K-3
Scholastic Inc	641.08	01-1101-420-03001	Science World & Math Subscriptions Grades 7 & 8
<b>Total</b>	<b>\$2,944.96</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	01-1107-430-01007	
<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	0.00	01-1200-540-01120	Audiology Equip Rental
Ricoh	2,076.00	01-2200-540-01220	Copier Lease-Period 8/19/16-10/18/16
Hillyard/Rovic	2,972.48	01-2540-540-00254	New C3XP Cleaning Companion & Repair of Older Unit
Amazon	44.88	01-1200-540-02120	Secure Transfer Gait Belt & Universal Gait Belt With Handles
<b>Total</b>	<b>\$5,093.36</b>		
<b>Object 640</b>			
<b>Vendor Name</b>	<b>Amount</b>	<b>Account Number</b>	<b>Description</b>
COSTA	0.00	01-2200-640-01220	CT Motor Vehicle Records For Bus Drivers
COSTA	0.00	01-2200-640-01220	Period 10/1/15-9/30/16 Annual Membership Dues
ConnCase	245.00	01-2200-640-03220	2016 Leadership Conference (C. Ford)
ASCD	1,243.31	01-2200-640-03220	Teacher Professional Development Books & The Principal Influence Book
CT Occupational Medicine	200.00	01-2200-640-05220	Bus Driver Physical Exam (C. Mortensen & J. Ference)
Druide Informatique Inc	560.00	01-2200-640-01220	Typing Pal Annual Subscription Renewal
EastConn	397.00	01-2200-640-01220	FY 2016-2017 RESC Membership Fee
EastConn	320.00	01-2200-640-03220	The Transition To Power Teacher Pro Workshop (Burnham,Craven,Hopkins &Ford)
Frontline Technologies Group LLC	236.25	01-2200-410-03220	My Lesson Plan Subscription
Melissa Osborne	770.00	01-2200-410-03220	AHA CPR/First Aid Training-Bus Drivers & Para's
Quinebaug Valley Jr. Conference	400.00	01-2200-640-01220	League Dues-Cross Country, Soccer, Basket Ball, Base/Soft Ball, & Track & Field
Amazon	32.19	01-2200-640-03220	ReadingEssentials: The Specifics You Need to Teach Reading Well
The Flower Pot	67.85	01-2200-640-02220	Peace Lilly Plant-Sympathy
Midway Pizza	187.74	01-2200-640-04220	Food for New Teacher Orientation & Long Summer Staff Reward
Big Y Foods Inc	25.32	01-2200-640-02220	Food For BOE Retreat & Meeting
Red Rock Pizza & Café	217.00	01-2200-640-02220	Food For BOE Retreat & Meeting
<b>Total</b>	<b>\$4,901.66</b>		
Report Total	115,601.48		
BMSI Total	115,601.48		
<b>Variance</b>	<b>\$0.00</b>		



# **Ashford School Board of Education**

## **Principal's Report – Troy C. Hopkins October 20, 2016**

### **Ashford School Goals**

- Promote creativity, student choice, and critical thinking through the implementation of interdisciplinary curriculum, following the concept of STEAM (Science, Technology, Engineering, Art, Mathematics), which applies to the real world now and in the future.
- Improve informative and positive communication throughout the Ashford community to assist in student success in all areas.
- Develop and implement programs and practices to improve all students' academic and social skills.

### **WINGS**

Organized by Melissa McDonough, this character development and team building program took place early this year. Seventh and eighth students participated, as well as many faculty, staff, and parents who helped in running stations, chaperoning, and/or preparing meals at the Hole in the Wall Gang Camp on October 4<sup>th</sup> and 5<sup>th</sup>. Scott Driscoll, a retired police investigator, spoke to the students about safety on social media. Eighth grade students went to sleep with taps and woke up to reveille.

### **Professional Development**

On October 11th, we had a productive professional development day that offered choice and in the areas of climate, curriculum, and assessment. Thank you to Gina Burnham, Rebecca Aubrey, Mandy Makuch, Michelle Klock, Carly Imhoff, and Dory Manfre for presenting. Also, several staff were trained in CPI. Thank you to Deb Courtright and Danielle Romano for conducting the session. A custodial training also took place thanks to Mike Mellady. November 8th will be our next PD day and paraprofessionals will be attending. All faculty who work directly with grade 5 through 8 students will likely be attending a combined PD day, with E.O. Smith and the other sending schools, at E.O. Smith. Some faculty members are in the early stages of planning to be presenters at regional and national conferences. I will be sharing more information on this exciting development as the year proceeds.

### **Climate**

The climate committee recently reviewed recommendations from a climate report to determine the progress we have made so far. Progress was made in several areas including clarification on discipline, administrator response to emails, more equity for staff regarding prep times, and providing PD for paraprofessionals. All requested books have been ordered for the book series initiative. The wellness committee discussed increasing multicultural knowledge and appreciation by recognizing certain months that are already identified and adding others. For example, October is Hispanic Heritage month and November could be Indigenous Peoples month. The cafeteria could produce certain meals and we could post the recipes on the webpage. This is a work in progress and is not meant to change any STEAM plans, however certain grade levels may have an easy way to connect with the theme.

### **Curriculum**

This is the second year of STEAM. Each grade level will conduct the same, or modified, second trimester again and add a trimester, either the first or third. Only one STEAM event in which the public is invited is required, however the other STEAM trimesters need to include a sharing of student work with the public. There was some discussion about the possibility of a school-wide theme during the third trimester. Theme ideas were cultural awareness, civic responsibility, and world citizens (or some combination). Some STEAM plans may already fit and/or be easily adjusted. The committee did not want to ask people to change their plans if their identified theme for third trimester does not fit. This is will discussed in data team meetings by a representative of the curriculum committee.

### **Assessment**

The assessment calendar was reviewed and it was clarified that new student profile sheets should be started with updated information. These individual student profile sheets are provided to the next year's teacher. A discussion took place on how student data from PBL (project based learning) can be valid evidence of student learning. In response, a workshop for the October 11th PD day was offered on linking learning standards to rubrics and projects. In regards to SBAC, it was noted that reading comprehension skills are important on the math assessment. Combining the ELA and Math committees to look at sample math problems is a possibility for a future meeting.

Ashford School  
BOE Assistant Principal's Report – Garrett J. Dukette  
October 20, 2016

**Writing**

In support of the *Writing Pathways* program rollout, I attended a seminar on Monday 10/17 that focuses on leadership leverage regarding the rollout of the Lucy Calkins writing program. I am looking forward to implementing my learning in ways that increase the efficiency of our writing instruction across Ashford School.

In addition, in conjunction with the Language Arts committee, we have restructured our three-year writing rollout in a way that continues to evolve and make sense for Ashford School. While we still anticipate our rollout being complete at the end of the next school year (2017-2018), our focuses have shifted a bit. Last year, our plan was to focus on specific types of writing across the three years, but as the staff has gotten into the program, it has become clear that it is impossible not to focus on all types of writing; therefore, the focus has shifted to implementation of various components of classroom approaches to the writing program. For instance, this year, teachers will implement (and we will provide training on...) successful writing mini-lessons, conferencing with students, building momentum as writers, etc.

Beyond this, Carly Imhoff, Kate Craven, and some of our other teachers, will be engaging many of our students in the NaNoWriMo (National Novel Writing Month) contest. This is an authentic way for our students to write for an audience and to take on the role of author.

**Curriculum and Instruction**

At our PD this past week, we provided some teacher support on the use of the curriculum mapping tool, so that teachers can continue to feel comfortable in utilizing the software and so that we can get our curriculum online and mapped.

Additionally, we have continued to provide training and support materials for our teachers on Project-Based learning, authentic performance tasks, and ways for teachers to connect their teaching to the wider world. As a component of this, we had Heifer International present to our teachers during our PD, to make the connections between their mission and our STEAM initiative.

**Student Motivation and Behavior**

A focus in last week's PD was on developing ideas regarding how to approach behavioral issues in a restorative manner. Many teachers were in attendance and this will continue to be a major focus for me this year.

This week, on Tuesday and Wednesday 10/18-10/19, we will have Joe Brummer, an expert on restorative discipline, working with a team of staff members and parents to analyze our current programs and to build a school-wide action plan that will layout the future of this approach in our building. In addition, this two-day session will provide a support network of teachers who can then provide insight and support to their colleagues across the building in implementing restorative discipline on a consistent basis.

**Gifted and Talented**

STRIVE mentors have begun to meet with their mentees. At this point in time, parent feedback has been positive, and many students have reported enjoying the level of attention they are receiving. One 7<sup>th</sup> grade student stated to me that "I am really feeling challenged this year," which is what we expect.

**Communication**

To this point, we have begun communicating Pawsitive Office Referrals home and have made 10+ phone calls over the first month of school.

# **Director of Pupil Personnel Service Report**

October 2016

Submitted by: Cynthia Ford

## **2016/2017 School Year:**

- **Highlights in Special Education:**

- Our CPI training is in compliance with the law passed in July 2015 on Restraint and Seclusion. All staff have been trained and refreshers are scheduled for later in the year. Moving forward the plan will be to run refreshers earlier in the school year and on a yearly basis for all staff.
- Currently we are creating a Restraint and Seclusion plan that will be ready for your approval prior to Spring 2017. This will include how often trainings need to occur, what the process entails and the responsibility of the response team. This plan has begun to be created and we are meeting with all the proper parties to ensure our practices are documented and are within the guidance of the law on Restraint and Seclusion.

- **Highlights in 504/ Intervention:**

- Office of Civil Rights is looking for districts to ensure that all students that are diagnosed with a disability under the American for Disabilities Act are reviewing each child's plan regardless if it is adversely affecting them at school. In the past a plan only needed to be in place if the diagnosis impacted their learning or functioning during the school day. This is already a practice at Ashford School and will continue.
- Student Intervention Teams at Ashford are functioning to assist with the students struggling. The teachers do a fantastic job collecting data and coming to the team when a student is not responding to the interventions they have done in the classroom.
- The teachers, school psychologists and the interventionists have collaborated and reviewed current data to flag the students needing Tier 2 and 3 interventions in math, reading and behavior. These students will be tracked through the SRBI (Scientific Researched Based Interventions) process in place at Ashford School. The Special Education staff, Reading and Math interventionists, and the regular education teachers all work hard at collecting the needed data to ensure students are responding to the instruction and getting the help they need. If students are not responding than a referral to Special Education occurs to find out what may be getting in the way of the student.

- **Professional Development:**

- All staff have completed the 6 hour required CPI training. In January we will be doing refreshers for all the remaining staff.
- Refresher to Crisis Team Members will be done this fall. We will also be going over protocols and procedures.
- Refresher to all Special Education Teachers was sent out on how to write IEP's. This is in preparation for an upcoming audit on IEP documentation I am anticipating in February.
- Director is attending conferences to ensure that all the up to date laws and regulations are being followed at Ashford School.

**Personal and Professional Goals:**

1. Plan and implement appropriate professional development for all faculty and staff in the areas of at risk population and those labeled with disabilities.
2. Continue to improve upon my leadership skills by attending conferences put on by national, state and local organizations to ensure the most accurate information and practices are put into place at Ashford School in the area of Special Education.
3. Continue to ensure lines of communication between the entire department is clear, direct and supportive to all stakeholders.

Ashford School  
Board of Education  
Technology Coordinator's Report

October, 2016

## Current Status of Technology

We are truly blessed here in Ashford with a wonderful dedication to our student's educations and the use of technology as a tool to engage and foster student learning. Here are some of the highlights that took place during the summer in the technology department this year.

- 45 Desktops were loaded and installed in the classroom, augmenting and replacing outdated equipment.
- 7 C.O.W. (Computers On Wheels) carts were created containing 20 laptops each. One cart for each grade 3-8 and one located in the Media Center.
- 9 laser printers were configured and installed on each C.O.W. and iPad cart.
- All computers were updated to the latest Operating System and Version of Microsoft Office 2016 installed.
- A new Point of Sale system was installed in Dining Services.
- New copier/printers were installed.

## Pending Needs

We are currently looking to improve our infrastructure (network including wireless network and internet access) with equipment purchased using Technology Grant that was previously awarded. We are also making changes to improve our printing, both color and black & white.

## Technology Plan Status

We are up to date with the Technology Plan, providing current technology in all instruction areas. Hopefully now we will find new and creative uses of the technology as a tool to differentiate and foster student learning.

## Budget Commitment by Academic Year

To stay current with our Technology Plan we are scheduled to replace twenty student laptop computers that have reached five years old (2012). We also should replace two of the carts that have become unreliable and difficult to use.

We are exploring the costs associated with replacing our *file server*. The server is now eight (8) years old and has recently experienced a hardware failure which was repaired but, we have concerns about it's reliability moving forward.

Desktop computers purchased in 2010 are scheduled to be replaced.

## Technology Committee

We are in the process of forming a new Technology Committee and hope that it can be in place by early November.



Ashford Board of Education  
Ashford, Connecticut

**Series 1000**  
**Community/Board Operation**

**POLICY REGARDING GREEN CLEANING PROGRAMS**

It is the policy of the Ashford Board of Education to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities.

The Ashford Board of Education shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such notice shall include (1) the types and names of environmentally preferable cleaning products being applied in schools, (2) the location of the application of such cleaning products in the school buildings and facilities, (3) the schedule of when such cleaning products are applied in the school buildings and facilities, (4) the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect." and (5) the name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.

The Ashford Board of Education shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of section 10-220 of the Connecticut General Statutes (i.e. required report on condition of facilities, action taken to implement the Board's long-term school building program, indoor air quality and green cleaning program), available on its web site and the web site of each school under such board's jurisdiction. If no such web site exists, the board shall make such notice otherwise publicly available.

Legal References:

Connecticut General Statutes:

§ 10-220(a)  
§ 10-231g

Approved by the Ashford Board of Education:

**Series 4000**  
**Personnel**

**EMPLOYMENT CHECKS**

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 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
  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 offering employment to an applicant, the district shall make a documented good faith effort to contact 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.

## II. DCF Registry Checks

Prior to hiring any person for a position with the district, the district shall 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:

- 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.
- 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.
- 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.
- D. If notification is received by the Superintendent or designee 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.

### III. Criminal Records Check Procedure

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, 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. No later than five (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 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. 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. 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. 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. 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.

#### 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.

#### 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.

## 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.

## 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.

## 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.

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

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;
2. request or require that an applicant authenticate or access a personal online account in the presence of the Board; or
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.

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:

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
2. any electronic communications device supplied or paid for, in whole or in part, by the Board.

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:

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

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.

IX. Policy Inapplicable to Students Employed by the School District

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

X. Falsification of Records.

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.]***

Legal References:

- Conn. Gen. Stat. § 10-212.
- Conn. Gen. Stat. § 10 221d.
- Conn. Gen. Stat. § 10-222c
- Conn. Gen. Stat. § 31-40x
- Conn. Gen. Stat. § 31-51i
- Conn. Gen. Stat. § 31-51tt

Public Act 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.*

Approved by the Ashford Board of Education:

## 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.

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

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



**Series 4000**  
**Personnel**

**ADMINISTRATIVE REGULATIONS FOR THE  
USE AND DISCLOSURE OF CRIMINAL JUSTICE INFORMATION**

Each applicant for a position with the District shall be required to submit to state and national criminal record checks in accordance with the District's Employment Checks Policy and applicable law. In addition, certain volunteers may also be required to submit to state and national criminal record checks in accordance with the District's Volunteers Policy. All results and accompanying information shall be considered "Criminal Justice Information" or "CJI" (each as more fully defined herein) and shall be maintained, used and disclosed in accordance with these regulations.

A. Definition and Scope

For purposes of these regulations:

"*Criminal Justice Information*" or "CJI" means the results of any state or federal criminal records check of an employee, contractor or volunteer, any applicant or prospective employee, contractor or volunteer, and all copies thereof.

"*Criminal Justice Information Officer* or "*CJI Officer*" means the individual appointed by the Superintendent to be responsible for the use, disclosure and safeguarding of CJI in the District, and to serve as the District's primary point of contact for matters relating to CJI and these regulations.

"*Permitted Individual*" means an individual designated by the Superintendent, or his or her designee, who may access CJI. Permitted Individuals may include, but shall not be limited to, District human resources personnel, certain administrators and certain administrative staff.

These regulations apply to all CJI in the possession or control of the District, in any form or format, including but not limited to CJI incorporated or contained in correspondence, documentation or reports of the District.

B. Responsibility

The Superintendent shall appoint the District's CJI Officer.\*

***[\*Note: The Superintendent has discretion in who to designate as the CJI Officer. This person could be, for example, an information security officer, administrator, or director of human resources. Districts may wish to modify this language to identify the specific job title of the person who fills this role.]***

C. Requesting Criminal Justice Information

The District shall request CJI from an employee, contractor, applicant or volunteer or potential employee, contractor or volunteer only as permitted or required by law or District policy.

D. Use of Criminal Justice Information

1) The Superintendent, or his/her designee, shall designate those individuals who shall be considered Permitted Individuals for purposes of these regulations. No other District employee or staff person may access or use CJI for any reason without obtaining prior written approval from the CJI Officer or his/her designee. A Permitted Individual shall use CJI only as permitted or required by District policy or law.

2) The District shall ensure that each Permitted Individual satisfies the applicable legal screening requirements prior to granting the Permitted Individual access to CJI, including:

- If the Permitted Individual is a resident of Connecticut, the District shall screen the Permitted Individual through a Connecticut and national fingerprint-based record check within 30 days of designation as a Permitted Individual; or
- If the Permitted Individual is not a resident of Connecticut, the District shall conduct state and national fingerprint-based record checks and follow FBI guidance regarding additional screening requirements.

The CJI Officer may consult with the Connecticut Department of Emergency Services and Public Protection on execution of the screening requirements.

3) The District may immediately terminate a Permitted Individual's access to CJI, with or without cause at the discretion of the Superintendent, CJI Officer, or their designees, and the District shall immediately terminate a Permitted Individual's access to CJI upon termination of the Permitted Individual's employment or contract with the District. The District shall reconsider a Permitted Individual's continued access to CJI upon any reassignment or modification to professional responsibilities.

E. Maintenance and Safeguarding

1) CJI shall be maintained in only the locations, files and information systems designated by the District (the "Controlled Areas"). The Controlled Areas shall be limited to only Permitted Individuals or other authorized personnel and locked when unattended.

2) The District shall restrict access to CJI to only Permitted Individuals. In the event the District determines that it is unable to reasonably restrict access in accordance with this Section, all CJI shall be maintained in encrypted format, in a manner consistent with then-current legal requirements and industry standards.

3) No District employee may remove CJI from a Controlled Area without prior written approval of the CJI Officer. In the event the transport of CJI out of a Controlled Area is necessary for a legitimate function or activity, the CJI Officer shall develop a protocol to ensure the protection the CJI while in transport and while outside of the Controlled Area.

4) The District shall implement the following safeguards for CJI maintained in paper format: (i) maintain paper records in a physically secure location; (ii) post notice of restricted access to paper records; and (iii) utilize an access log or sign-in sheet to record access to paper records.

5) The District shall implement safeguards required by the Criminal Justice Information Services (CJIS) Security Policy for CJI maintained in electronic format, including, but not limited to, the following procedures: (i) maintain CJI on secure electronic systems and media; (ii) position information systems in such a way as to prevent unauthorized individuals from accessing and viewing CJI; (iii) store electronic media containing CJI in a secure location; (iv) instituting access controls to limit access to Permitted Individual; (v) validate and authenticate information system users accessing CJI; (vi) develop protocols for configuration management and providing necessary access for system modifications and maintenance; (vii) provide the capability to detect and protect against threats to the integrity of CJI; (viii) develop parameters (including time stamps) for auditing electronic systems containing CJI; and (ix) institute media protection policies and procedures.

F. Disclosure of Criminal Justice Information

1) Permitted Individuals may disclose CJI as follows:

(i) to District employees or staff upon prior written approval of the Superintendent, CJI Officer or their designees when, in their reasonable discretion, such disclosure is reasonably necessary for the performance of District function or policy and is consistent with applicable law;

(ii) to third-party individuals or entities, including but not limited to advisors, attorneys and electronic and hard copy record and storage companies (each a "Recipient") when such disclosure has been approved by the Superintendent, CJI Officer or their designees, and is consistent with applicable law; and

(iii) as required or otherwise permitted by law.

2) The District shall log each instance in which CJI is disclosed pursuant to these regulations.

#### G. Security Incident Response.

- 1) For purposes of these regulations, “Security Incident” means the actual or suspected acquisition, access, use, or disclosure of CJI in a manner not permitted by these regulations or applicable law.
- 2) District employees and staff must immediately report a Security Incident to the CJI Officer.
- 3) The CJI Officer shall investigate, collect relevant evidence and respond to all Security Incidents.
- 4) The CJI Officer will document each Security Incident, including, but not limited to, the details of the Security Incident, the District’s response, the outcome, steps taken to mitigate harm to affected individuals, and any changes to District policies or security procedures to avoid reoccurrence of the Security Incident.
- 5) The District shall require in writing any Recipients to report to the District any Security Incidents without unreasonable delay after discovery of a Security Incident. The Recipient’s notice to the District shall include: (a) the identification of each individual whose CJI has been, or is reasonably believed by the Recipient to have been, accessed, acquired, or disclosed during the Security Incident; and (b) other available information that the District reasonably requests with respect to its investigation or that the District is required to include in notifications to affected individuals or governmental agencies. The Recipient shall promptly update its original notice to the District as additional information becomes available.
- 6) The District shall notify affected individuals and/or appropriate government agencies to the extent required by law or as otherwise determined appropriate by the District in its reasonable discretion.

#### H. Auditing

- 1) The District shall implement audit and accountability controls to increase the probability of Permitted Individuals conforming to the requirements of these regulations and applicable law. At a minimum, the auditing and accountability controls shall generate sufficient information to establish, with respect to the access, use or dissemination of CJI, what events occurred, the sources of the events and the outcome of the events.
- 2) The CJI Officer shall review audit reports at least weekly. Audit reports that indicate potential inappropriate activity shall be investigated as a Security Incident in accordance with these regulations.

#### I. Record Retention

1) The District shall maintain CJI consistent with current record retention laws. Records containing CJI shall be stored for extended periods only when they are key elements for the integrity and/or utility of case files and/or criminal record files.

2) The District shall maintain audit records and any transaction logs for at least one year.

3) The District shall destroy all records containing CJI when the District is no longer required to keep CJI on file.

#### I. Disposal and Destruction of CJI

1) For paper records containing CJI, destroyed means the records shall be disposed of in a manner that makes the CJI unreadable, indecipherable, and otherwise unable to be reconstructed, including but not limited to shredding or incinerating the records.

2) For electronic media containing CJI, destroyed means the records shall be disposed of or wiped of CJI using one of the following methods: (a) sanitize (electronically overwrite the media with non-sensitive data at least three times), (b) purging (degaussing or exposing the media to a strong magnetic field in order to disrupt the recorded magnetic domains), or (c) for inoperable media, destroying the media (disintegration, pulverization, melting, incinerating, or shredding). In each instance, the method used shall render the CJI unreadable, indecipherable, and otherwise unable to be reconstructed.

3) The destruction of media pursuant to this Section shall be witnessed or carried out only by authorized personnel.

4.) The District shall document the destruction of media pursuant to this Section and the method by which the media was destroyed.

#### J. Training

1) The District shall provide awareness training and education on these regulations and the use, disclosure and safeguarding of CJI to all District employees and staff persons with access to CJI, in accordance with then-current District training and education policies and procedures, provided that such training shall be provided within six (6) months of initial engagement and no less than biennially thereafter. The District shall document the provision of all training and education provided hereunder.

2) The training shall address those topics required by then-current law or regulatory guidance.

#### K. Sanctions

Violations of these regulations shall be investigated by the District and may result in discipline or sanctions, up to and including termination of employment, all in accordance with then-current District policies and procedures and applicable collective bargaining rights and obligations.

Legal References:

Conn. Gen. Stat. 10-221d

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4, United States Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, October 6, 2015.

7/20/16



**Series 5000**  
**Students**

**HOMELESS CHILDREN AND YOUTH**

In accordance with federal law, it is the policy of the Ashford Board of Education to prohibit discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these administrative regulations, the provisions of law shall control.

Legal References:

State Law:

10-253(e) School privileges for children in certain placements, non-resident children and children in temporary shelters

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq. , as amended by Every Student Succeeds Act, Pub. L. 114-95.

Approved by the Ashford Board of Education:

**Series 5000**  
**Students**

**ADMINISTRATIVE REGULATIONS REGARDING HOMELESS CHILDREN**  
**AND YOUTH**

In accordance with federal law, the Board of Education does not permit discrimination against, segregation of, or stigmatization of, homeless children and youth. The following sets forth the procedures to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these regulations with respect to homeless children and youth, the provisions of law shall control.

I. Definitions:

- A. **Enroll and Enrollment:** includes attending classes and participating fully in school activities.
- B. **Homeless Children and Youth:** means children and youth twenty-one (21) years of age and younger who lack a fixed, regular, and adequate nighttime residence, including children and youth who:
  - 1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
  - 2. Are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations.
  - 3. Are living in emergency or transitional shelters.
  - 4. Are abandoned in hospitals.
  - 5. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
  - 6. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
  - 7. Are migratory children living in the above described circumstances.
- C. **School of Origin:** means the school that a homeless child or youth attended when permanently housed or the school in which the homeless child was last enrolled. School of origin may include preschool administered by the District and, when a homeless child or youth completes

Ashford Board of Education  
Ashford, Connecticut

the final grade level served by the school of origin, school of origin also includes the designated receiving school at the next grade level for all feeder schools.

- D. **Unaccompanied Youth:** means a homeless child or youth not in the physical custody of a parent or guardian.

II. Homeless Liaison:

- A. The District's Homeless Liaison is .

- B. The duties of the Homeless Liaison include:

1. Ensuring that homeless children and youth are identified by school personnel and through outreach and coordination activities with other entities and agencies.
2. Ensuring that homeless children and youth enroll in, and have full and equal opportunity to succeed in the District's schools, including ensuring that such homeless children and youth have opportunities to meet the same challenging State academic standards as other children and youths.
3. Ensuring that homeless families, children, and youths receive educational services for which such families, children and youth are eligible, including services through Head Start and Even Start, early intervention services under Part C of the Individuals with Disabilities Education Act and preschool programs administered by the District.
4. Ensuring that parents and guardians of homeless children and youth receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.
5. Ensuring that parents and guardians of homeless children and youth are informed of educational and related opportunities available to their children, including extracurricular activities, and are provided with meaningful opportunities to participate in the education of their children.
6. Ensuring that public notice of the educational rights of homeless children the McKinney-Vento Act is disseminated in locations frequented by parents, guardians, and unaccompanied youth in a manner and form that is understandable to them.

Ashford Board of Education  
Ashford, Connecticut

7. Ensuring that enrollment disputes are mediated in accordance with the McKinney-Vento Act, including carrying out the initial dispute resolution process and ensuring that homeless students are immediately enrolled pending resolution of any enrollment dispute.
8. Ensuring that parent(s)/guardian(s) of homeless children and youth or unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing those services.
9. Assisting homeless children and youth in enrolling in school and accessing school services and removing barriers to enrollment and retention due to outstanding fees, fines or absences.
10. Informing parent(s)/guardian(s) of homeless children and youth, school personnel, and others of the rights of such children and youth.
11. Assisting homeless children and youth who do not have immunizations or immunization/medical records to obtain necessary immunizations or immunization/medical records.
12. Assisting unaccompanied youth in placement/enrollment decisions, including considering the youth's wishes in those decisions, and providing notice to the youth of his or her right to appeal such decisions.
13. Ensuring that high school age homeless children and youth receive assistance from counselors to advise such youths on preparation and readiness for college, including informing such children and youths of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the district to receive verification of this status for purposes of the Free Application for Federal Student Aid (FAFSA).
14. Ensuring collaboration with community and school personnel responsible for providing education and related support services to homeless children and youth.
15. Collaborating with and participating in professional development and technical assistance activities offered by the State Office of the Coordinator for the Education of Homeless Children and Youth.
16. Ensuring that school personnel providing services to homeless children and youths receive professional development and other technical assistance activities regarding the McKinney-Vento Act.

Ashford Board of Education  
Ashford, Connecticut

17. Ensuring that unaccompanied youth are enrolled in school and that procedures are implemented to identify and remove barriers that prevent them from receiving credit for full or partial coursework satisfactorily completed at a prior school, in accordance with State, local, and school policies.
18. With appropriate training, affirming that a child or youth who is eligible for and participating in a program provided by the District, or the immediate family of such a child or youth, is eligible for homeless assistance programs administered under Title IV of the McKinney-Vento Act.

III. Enrollment of Homeless Children and Youth:

- A. Enrollment of homeless children and youth may not be denied or delayed due to the lack of any document normally required for enrollment. However, administrators shall require the parent/guardian to provide contact information prior to enrollment.
- B. To facilitate enrollment, administrators:
  1. May permit parents/guardians of homeless children and youth to sign affidavits of residency to replace typical proof of residency.
  2. May permit unaccompanied youth to enroll with affidavits to replace typical proof of guardianship.
  3. Shall refer parent/guardian/unaccompanied youth to the Liaison who will assist in obtaining immunizations.
  4. Shall contact previous schools for records and assistance with placement decisions.
  5. Shall maintain records so that the records are available in a timely fashion when the student enters a new school or school district.

IV. School Selection:

- A. Standards for School Selection:
  1. The District is required to make a determination as to the best interests of a homeless child or youth in making a determination as to the appropriate school of placement.

Ashford Board of Education  
Ashford, Connecticut

2. In making such a determination, the District is required to keep a homeless child or youth in his/her school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year, to the extent feasible, unless it is against the wishes of the parent or guardian. Otherwise, the homeless child or youth shall be enrolled in a public school that non-homeless students who live in the area where the child or youth is actually living are eligible to attend.
3. The District must presume that keeping the homeless child or youth in the school of origin is in the child's or youth's best interest unless doing so is contrary to the request of the child's or youth's parent or guardian, or in the case of an unaccompanied youth, the youth. In considering the child's or youth's best interest, the District must consider student-centered factors related to the child's or youth's best interest, giving priority to the request of the parent or guardian or unaccompanied youth.

B. Procedures for Review of School Selection Recommendation:

1. The Principal or his/her designee of the school in which enrollment is sought review an enrollment request in accordance with the standards discussed above, and shall make an initial recommendation regarding same. If the Principal or his/her designee's recommendation is to select a placement other than the school desired by the parent(s) or guardian(s) of the homeless child or youth or the unaccompanied youth, then the Principal or his/her designee shall refer the matter to the Superintendent or his/her designee for review of the recommendation and the reasons therefor, and shall notify the District's Homeless Liaison of same.
2. The Superintendent or his/her designee shall review the matter and consult with the District Homeless Liaison concerning same. If the Superintendent or his/her designee agrees with the recommendation of the Principal or his/her designee, and a dispute remains between the District and the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth about a school selection and/or enrollment decision; the Superintendent or his/her designee shall provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a written explanation of the District's decision regarding this matter, and the right to appeal such decision to the Board of Education.

Ashford Board of Education  
Ashford, Connecticut

C. Dispute Resolution Process:

1. The District's Homeless Liaison shall be responsible for promoting objective and expeditious dispute resolutions, and adherence to these administrative regulations.
2. If the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth disputes the school placement decision or enrollment, the District must immediately enroll the homeless child or youth in the school in which enrollment is sought, pending resolution of the dispute. The homeless child or youth shall also have the right to all appropriate educational services, including transportation to and from the school in which enrollment is sought, while the dispute is pending.
3. If necessary, the District Homeless Liaison shall assist parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with completion of the necessary appeal paperwork required to file for an appeal to the Board of Education, and provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a copy of Section 10-186(b).
4. Within ten (10) days of receipt of an appeal to the Board of Education by a parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth, the District shall hold a hearing before the Board of Education concerning such appeal, and such hearing shall be conducted in accordance with Section 10-186(b).
5. If the Board of Education finds in favor of the Superintendent or his/her designee, a parent or guardian of a homeless child or youth or unaccompanied youth may appeal the Board of Education's decision to the State Board of Education within twenty (20) days of receipt of the Board of Education's written decision, in accordance with Section 10-186(b). If necessary, the District Homeless Liaison shall assist a parent or guardian of a homeless child or youth or unaccompanied youth with filing the necessary appeal paperwork to the State Board of Education. The homeless child or youth or unaccompanied youth shall remain in his or her school of origin pending resolution of the dispute, including all available appeals.

V. Services:

- A. Homeless children and youth shall be provided with services comparable to those offered other students in the selected school including:

Ashford Board of Education  
Ashford, Connecticut

1. Title I services or similar state or local programs, educational programs for students with disabilities, programs for students with limited English proficiency, and preschool programs.
  2. Transportation services.
  3. Vocational and technical education.
  4. Programs for gifted and talented students.
  5. School nutrition programs.
  6. Before and after school programs.
- B. The District shall coordinate with local social service agencies, other service providers, housing assistance providers and other school districts to ensure that homeless children and youth have access and reasonable proximity to available education and support services.

VI. Transportation:

- A. The District shall provide transportation comparable to that available to other students.
- B. Transportation shall be provided, at a parent or guardian's request, to and from the school of origin for a homeless child or youth. Transportation shall be provided for the entire time the child or youth is homeless and until the end of any academic year in which they move into permanent housing. Transportation to the school of origin shall also be provided during pending disputes. The Liaison shall request transportation to and from the school of origin for an unaccompanied youth. Parents and unaccompanied youth shall be informed of this right to transportation before they select a school for attendance.
- C. To comply with these requirements:
1. Parents/guardians, schools, and liaisons shall use the district transportation form to process transportation requests.
  2. If the homeless child or youth is living and attending school in this District, the District shall arrange transportation.
  3. If the homeless child or youth is living in this District but attending school in another, or attending school in this District and living in another, the District will follow the inter-district transportation agreement to determine the responsibility and costs for such



Ashford Board of Education  
Ashford, Connecticut

transportation. If there is no inter-district transportation agreement, the District shall confer with the other school district's Homeless Liaison to determine an apportionment of the responsibility and costs.

4. If no mutually agreeable arrangement can be reached, then the District shall:
  - (a) arrange transportation immediately;
  - (b) bring the matter to the attention of the State Coordinator for the Education of Homeless Children and Youth; and
  - (c) ensure that such disputes do not interfere with the homeless child or youth attending school.

VII. Contact Information

- A. Local Contact: for further information, contact:

[Name of Liaison]  
[Title]  
[Telephone No.]

- B. State Contact: for further information or technical assistance, contact:

Louis Tallarita, State Coordinator  
Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457-1543  
(860) 807-2058

Legal References:

State Law:

10-253(e) School privileges for children in certain placements, non-resident children and children in temporary shelters

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq. , as amended by Every Student Succeeds Act, Pub. L. 114-95.

Approved by the Ashford Board of Education:

**DISPUTE RESOLUTION PROCESS  
UNDER CONNECTICUT GENERAL STATUTES SECTION 10-186**

(1) If any board of education denies such accommodations, the parent or guardian of any child who is denied schooling, or an emancipated minor or a pupil eighteen years of age or older who is denied schooling, or an agent or officer charged with the enforcement of the laws concerning attendance at school, may, in writing request a hearing by the board of education. The board of education may

- (A) conduct the hearing,
- (B) designate a subcommittee of the board composed of three board members to conduct the hearing, or
- (C) establish a local impartial hearing board of one or more persons not members of the board of education to conduct the hearing.

The board, subcommittee or local impartial hearing board shall give such person a hearing within ten days after receipt of the written request, make a stenographic record or tape recording of the hearing and make a finding within ten days after the hearing. Hearings shall be conducted in accordance with the provisions of sections 4-176e to 4-180a, inclusive, and section 4-181a. Any child, emancipated minor eighteen years or older who is denied accommodations on the basis of residency may continue in attendance in the school district at the request of the parent or guardian of such child or emancipated minor or pupil eighteen years of age or older, pending a hearing pursuant to this subdivision. The party claiming ineligibility for school accommodations shall have the burden of proving such ineligibility by a preponderance of the evidence, except in cases of denial of schooling based on residency, the party denied schooling shall have the burden of proving residency by a preponderance of the evidence.

(2) Any such parent, guardian, emancipated minor, pupil eighteen years of age or older, or agent or officer, aggrieved by the finding shall, upon request, be provided with a transcript of the hearing within thirty days after such request and may take an appeal from the finding to the State Board of Education. A copy of each notice of appeal shall be filed simultaneously with the local or regional board of education and the State Board of Education. Any child, emancipated minor or pupil eighteen years of age or older who is denied accommodations by a board of education as the result of a determination by such board, or a subcommittee of the board or local impartial hearing board, that the child is not a resident of the school district and therefore is not entitled to school accommodations in the district may continue in attendance in the school district at the request of the parent or guardian of such child or such minor or pupil, pending a determination of such appeal. If an appeal is not taken to the State Board of Education within twenty days of the mailing of the finding to the aggrieved party, the decision of the board, subcommittee or local impartial hearing board shall be final. The local or regional board of education shall, within ten days after receipt of notice of an appeal, forward the record of the hearing to the State Board of Education. The State Board of Education shall, on receipt of a written request for a hearing made in accordance with the provisions of this subsection, establish an impartial hearing board of one or more persons to hold a public hearing in the local or

regional school district in which the cause of the complaint arises. Members of the hearing board may be employees of the state Department of Education or may be qualified persons from outside the department. No member of the board of education under review nor any employee of such board of education shall be a member of the hearing board. Members of the hearing board, other than those employed by the state of Connecticut, shall be paid reasonable fees and expenses as established by the State Board of Education within the limits of available appropriations. Such hearing board may examine witnesses and shall maintain a verbatim record of all formal sessions of the hearing. Either party to the hearing may request that the hearing board join all interested parties to the hearing, or the hearing board may join any interested party on its own motion. The hearing board shall have no authority to make a determination of the rights and responsibilities of a board of education if such board is not a party to the hearing. The hearing board may render a determination of actual residence of any child, emancipated minor or pupil eighteen years of age or older where residency is at issue.

(3) The hearing board shall render its decision within forty-five days after receipt of the notice of appeal except that an extension may be granted by the Commissioner of Education upon an application by a party or the hearing board describing circumstances related to the hearing which require an extension.

(4) If, after the hearing, the hearing board finds that any child is illegally or unreasonably denied schooling, the hearing board shall order the board of education under whose jurisdiction it has been found such child should be attending school to make arrangements to enable the child to attend public school. Except in the case of a residency determination, the finding of the local or regional board of education, subcommittee of such board or a local impartial hearing board shall be upheld unless it is determined by the hearing board that the finding was arbitrary, capricious or unreasonable. If such school officers fail to take action upon such order in any case in which such child is currently denied schooling and no suitable provision is made for such child within fifteen days after receipt of the order and in all other cases, within thirty days after receipt of the order, there shall be a forfeiture of the money appropriated by the state for the support of schools amounting to fifty dollars for each child for each day such child is denied schooling. If the hearing board makes a determination that the child was not a resident of the school district and therefore not entitled to school accommodations from such district, the board of education may assess tuition against the parent or guardian of the child or the emancipated minor or pupil eighteen years of age or older based on the following: One one-hundred-eightieth of the town's net current local educational expenditure, as defined in section 10-261, per pupil multiplied by the number of days of school attendance of the child in the district while not entitled to school accommodations provided by that district. The local board of education may seek to recover the amount of the assessment through available civil remedies.

## APPENDIX B

### SAMPLE WRITTEN NOTIFICATION OF ENROLLMENT DECISION

[Month] \_\_, ~~200~~20

#### VIA HAND DELIVERY AND U.S. MAIL

[Insert Name of Parent]

[Insert Home Address]

Re: Notification of Enrollment Decision

Dear [Parent/Guardian]:

After reviewing your request to enroll the student(s) listed above [name(s)], the enrollment request is denied. This determination is based upon the following factors:

[List factors]

Under the McKinney-Vento Homeless Education Assistance Act, you have the right to appeal this decision by completing the form attached to this notice or by contacting the school district's homeless education liaison:

[Name of Liaison]

[Title]

[Telephone No.]

In addition, the student listed above has the right to immediately enroll in the school of choice pending resolution of the dispute. You may provide written or verbal evidence to support your position. You may seek the assistance of advocates or attorneys at your own expense. ~~You may~~; however, you may qualify for free legal services. To inquire about free legal assistance, please call Statewide Legal Services at 1-800-453-3320. You may also contact the state coordinator for homeless education:

Louis Tallarita, State Coordinator  
State Department of Education  
25 Industrial Park Road  
Middletown, CT 06457-1543  
(860) 807-2058

A copy of the dispute resolution process under section 10-186 is attached to this notice.

Please contact the District Liaison listed above if you have any questions.

Sincerely,

**[Name]**  
Superintendent of Schools

cc: **[Superintendent of Schools in which enrollment is sought, if appropriate]**

**SAMPLE NOTIFICATION OF DECISION  
TO APPEAL EDUCATIONAL PLACEMENT**

This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. If you need assistance in preparing this form, you may meet with the District Liaison, \_\_\_\_\_, who can be reached at \_\_\_\_\_.

Person completing form: \_\_\_\_\_

Relation to Student: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am requesting a Board of Education Hearing under Section 10-186 of the Connecticut General Statutes to appeal the enrollment decision made by [Name of District], [Name of School]. I have been provided with a written explanation of the District’s decision, contact information for the District’s homeless education liaison, and a copy of the Dispute Resolution Process under Connecticut General Statutes Section 10-186.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Optional. You may also include a written explanation to support your appeal in the space below or provide your explanation verbally to the District Liaison.

**APPENDIX D**

**SAMPLE NOTIFICATION OF HEARING  
REGARDING ENROLLMENT DISPUTE**

[Month] \_\_, 20\_\_

VIA HAND DELIVERY AND U.S. MAIL

[Insert Name of Parent]

[Insert Home Address]

Re: Educational Placement

Dear [Name of Parent]:

You have requested a hearing before the [town] Board of Education regarding the educational placement of your child(ren), [insert name(s) of student(s)] at [name of school]. The [town] Board of Education will conduct a hearing regarding your claim on [date] at [time]. The hearing will be held at the offices of the [town] Board of Education, which are located at [insert address].

The hearing will be conducted in accordance with the provisions of Section 10-186 of the Connecticut General Statutes, a copy of which is enclosed. The hearing will be conducted in executive session, and the Board of Education will make either a tape recording or a stenographic record of the hearing. You may be represented by counsel or by an advocate, at your expense, if you so desire; however, you may qualify for free legal services. To inquire about free legal assistance, please call Statewide Legal Services at 1-800-453-3320.

Please contact the District Liaison, [insert name], if you have any questions.

Sincerely,

**[Name]**

Superintendent of Schools

Cc: **[Superintendent of Schools in which enrollment is sought, if appropriate]**

## APPENDIX E

### STUDENT RESIDENCY AFFIDAVIT

[Name of District]

Name of student: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Name and Location of School Last Attended: \_\_\_\_\_

I, \_\_\_\_\_ declare and affirm as follows:

I am of legal age and believe in the obligations of an oath.

I am the parent/legal guardian/caregiver of \_\_\_\_\_ (name of student) who is of school age and is seeking admission to [School District].

Since \_\_\_\_\_ (date), \_\_\_\_\_ (name of student) has not had a permanent home. He/she is currently staying at \_\_\_\_\_ (may list multiple addresses, if applicable). He/she has been staying there since \_\_\_\_\_ (date).

This location is:

- \_\_\_\_\_ a shelter
- \_\_\_\_\_ a motel/hotel
- \_\_\_\_\_ a campsite
- \_\_\_\_\_ shared housing with other persons
- \_\_\_\_\_ other \_\_\_\_\_

\_\_\_\_\_ If the location is shared housing with other persons, please specify the reason why the student is living in such housing:

\_\_\_\_\_

Prior to staying at this location, the student was staying at

From \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

I regularly receive my mail at: \_\_\_\_\_.

I am currently staying at the following address(es): \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_. I plan to stay at this/these location(s) until: \_\_\_\_\_ (date). I can be reached at the following telephone number: \_\_\_\_\_  
\_\_\_\_\_. I can be reached for emergencies at: \_\_\_\_\_

I authorize school district officials to contact \_\_\_\_\_ (case worker/shelter staff/other) at \_\_\_\_\_ to obtain further information in order to verify the information contained in this affidavit and in order to coordinate necessary services for the student.



I declare under penalty of perjury under the laws of Connecticut that the information provided is true and correct and of my own personal knowledge. otherwise untrue information on this form could result in a criminal charge of perjury being brought against me.

AFFIANT,

---

Signature of Affiant

---

Print Name of Affiant

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_, 20\_\_.

---

NOTARY PUBLIC

APPENDIX F

AFFIDAVIT FOR MISSING ENROLLMENT DOCUMENTATION

[District]

I, \_\_\_\_\_, being duly sworn upon oath and based on my personal knowledge hereby state and affirm the following information regarding [name of student's] missing enrollment documentation for the following:

- |                             |                            |
|-----------------------------|----------------------------|
| _____ Proof of residency    | _____ Immunization Record  |
| _____ Proof of guardianship | _____ School Health Record |
| _____ Proof of identity     | _____ School Records       |
| _____ Birth Certificate     |                            |

I am of legal age and believe in the obligations of an oath.

I am unable to present a copy of the document(s) requested above for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The name and location of the last school the student attended is

\_\_\_\_\_.

I understand that I must obtain the necessary immunization and health records and provide a copy to the District. I understand that the Homeless Liaison is available to assist me in obtaining any such immunization or health records. The Homeless Liaison is \_\_\_\_\_ and can be reached at \_\_\_\_\_.

AFFIANT,

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Print Name of Affiant

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC



Ashford Board of Education  
Ashford, Connecticut

**Series 6000  
Instruction**

**PARENT AND FAMILY ENGAGEMENT POLICY  
FOR TITLE I STUDENTS**

**[Note: This policy must be developed jointly with, and agreed upon by, parents and family members of children participating in Title I programs.]**

In accordance with Section 1010 of the Every Student Succeeds Act (“ESSA”), Public Law 1114-95, it is the policy of the Ashford Board of Education to provide parents and family members of students participating in the district’s Title I programs meaningful opportunities to participate in the education of their children within these programs. To facilitate parental and family participation, the Board encourages parents and family members of Title I eligible students to be involved in regular meetings, communications, and activities that will inform them about the district’s Title I programs, to participate in the improvement of such programs and to help improve their child’s progress within these programs.

This policy has been developed jointly with, and agreed upon by, parents and family members of children participating in Title I programs. The district shall distribute this written and Family Engagement Policy to parents and family members of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall be made available to the public and updated periodically, as necessary to carry out the requirements of parent and family engagement portion of Section 1010 of ESSA.

The Board shall conduct, with the meaningful involvement of Title I parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools receiving Title I funds. The Board shall use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the policy. Such annual evaluation shall include identifying:

1. barriers to greater participation by parents in activities authorized by 20 U.S.C. § 6318 (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
2. the needs of parent and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

3. strategies to support successful school and family interactions.

Each year, each school within the district that is involved in Title I programs shall conduct a meeting, at a convenient time, to involve parents in the planning, review and improvement of programs funded by Title I. All parents of participating children must be invited and encouraged to attend. At this meeting, parents shall be given a description and explanation of the Title I programs, the curriculum in use at the school, the forms of academic assessment used to measure student progress, the achievement levels of the challenging State academic standards, and information regarding the importance of parental involvement and their right to be involved.

In addition to the required annual meeting, and if requested by parents, schools within the district that are involved in Title I programs shall offer opportunities for regular meetings at flexible times of the day in order to allow parents to formulate suggestions for the Board's Title I programs and their application to their child(ren)'s programs; and to participate, as appropriate, in decisions related to the education of their children. Parents will be given opportunities to participate in the joint development of the district's Title I plan, as required by Section 1006 of ESSA, and in the process of any school review and improvement in accordance with the State's plan, as required by Section 1111 of ESSA. At any time, if a parent is dissatisfied with a school's Title I program, he/she shall have the opportunity to submit comments for review at the district level.

The Board will provide the coordination, technical assistance and other support necessary to assist and build capacity of Title I schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance. Parental and family engagement in Title I programs shall be coordinated and integrated with parental and family engagement strategies, to the extent feasible, under other federal, state, local and district programs.

In order to build the schools' and parents' capacity for strong parental involvement, the Board shall:

1. provide assistance to parents of students participating in Title I programs in understanding topics such as the challenging state academic standards, state and local academic assessments, the requirements under Title I, and how to monitor their child's progress; and work with educators to improve the achievement of their children;
2. provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy);

3. educate teachers, specialized instructional support personnel, staff and administrators, with the assistance of parents, about how to better communicate and work with parents;
4. to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state and local programs, including public preschool programs, conduct other activities that encourage and support parent participation;
5. ensure that information related to school and parent programs, meetings and other activities is sent to participating parents in a format and, to the extent practicable, in a language the parents can understand;
6. provide such other reasonable support for parental involvement activities as parents may request; and
7. inform parents and parental organizations of the existence and purpose of parent resource centers within the State.

### **School-Parent Compact**

This policy further requires that each school involved in Title I programs shall jointly develop with parents of participating children a school-parent compact that outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. The school-parent compact shall:

1. describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I students to meet the challenging State academic standards;
2. indicate the ways in which each parent will be responsible for supporting their child's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions related their child's education and positive use of extracurricular time;
3. address the importance of ongoing teacher-parent communication through parent-teacher conferences, frequent reports to parents, reasonable access to school staff, and opportunities to volunteer, participate in, and observe their child's classroom activities; and
4. ensure regular, two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

The Board authorizes the Superintendent, or his/her designee, to develop a school-parent compact and other procedures such as those relating to meetings, parent communication and parental involvement activities, as he/she deems necessary in order to ensure compliance with this policy.

The Superintendent is required to include information about parental involvement and actions taken to improve parental involvement; in the strategic school profile he or she submits annually to the Board of Education and Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities.

Connecticut General Statutes:

10-220(c) Duties of Boards of Education

Federal Law:

20 U.S.C. § 6318, as amended by Every Student Succeeds Act, Pub. L. No. 114-95, § 1010 (2015).

20 U.S.C. § 7801. Definitions

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

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

7/5/2016

## **SAMPLE LETTER FOR PARENTS**

[Insert School Letterhead]

[Parents Name]

[Parents Address]

[Date]

Re:

**[Insert School Letterhead]**

**[Parents Name]**

**[Parents Address]**

**[Date]**

**Re: Meeting for Parents of Students Participating in Title I Programs**

Dear **[insert parent name]**:

Each year, **[insert name of school]** must conduct a meeting to involve parents of students participating in programs conducted under Title I of the Every Student Succeeds Act of 2015 in the planning, review and improvement of programs funded by Title I. This year, the meeting will be held on **[insert date, time]** at **[insert location of meeting]**.

At this meeting, parents will be provided with a description and explanation of the Title I programs available in the district, the curriculum in use at the school, the forms of academic assessment used, the challenging State academic standards, and information regarding the importance of parental involvement. We welcome this opportunity to speak with parents of participating students and to inform you of the important work being done within our school. All parents of students participating in Title I programs are encouraged to attend and participate in the discussion.

For your convenience and information, enclosed with this letter is a copy of the **[insert town]** Board of Education's Parent and Family Engagement Policy for Title I Students. We look forward to seeing you on **[insert date and time]**.

Sincerely,

**[insert name of building principal]**

Enclosure

Cc: **[insert name of Superintendent]**, Superintendent of Schools  
Revised 7/5/2016



## SAMPLE

**[Note: This compact must be developed jointly with parents of students participating in Title I programs. Districts must work jointly with parents to develop more specific strategies to foster a strong alliance among parents, teachers and students in order to improve academic achievement.]**

### Parent-School Compact

Parents, students and staff involved in Title I programs within the [ ] School District agree to share responsibility for improving student academic achievement. In furtherance of this agreement, these parties agree to the following:

The [ ] school [ or school district] shall be responsible for:

- *providing high-quality curriculum and instruction in a supportive and effective learning environment that enables students in the [name of school] Title I program to meet the challenging state academic standards;*
- *communicating with parents regarding their child's progress and providing timely information about Title I programs and assessment tools;*
- *encouraging ongoing communication between teachers and parents;*
- *educating staff about the importance of parental involvement;*
- *providing, at minimum, annual parent-teacher conferences during which the school-parent compact will be discussed as it related to the individual child's achievement;*
- *providing frequent reports to parents on their child's progress;*
- *providing reasonable access to school staff;*
- *providing opportunities for parents to volunteer, participate in and observe their child's classroom activities;- and*
- *ensuring regular, two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.*

Teachers participating in Title I programs shall be responsible for:

- *communicating with parents on an ongoing basis;*
- *participating in parent-teacher conferences, at least annually, during which the school-parent compact will be discussed as it relates to the individual child's achievement;*
- *providing frequent reports to parents on their child's progress; and*
- *providing opportunities for parents to volunteer, participate and observe their child's classroom activities.*

Parents shall be responsible for supporting their child's learning in the following ways:

- *volunteering in their child's classroom;*
- *encouraging positive use of their child's extracurricular time; and*
- *participating, as appropriate, in decisions relating to their child's education.*